

**Job Details:**

Job Position: Female Plantation Office Clerks (4)

Duty Station: Kampala-Uganda

Job Requirements:

1. **Education:** Bachelor's Degree or above
2. **School Performance (Grade):** CGPA \geq 3.60
3. **Age:** Under 25 years old
4. **Skills:** Excellent oral and written communication skills; Computer & Microsoft Office proficiency
5. **Gender:** Female
6. **Personality:** Self-Motivated; Result-oriented; Willingness to learn; Ability to work under pressure

Key Responsibilities:

1. Classify and integrate the written data and scattered data into Excel and check whether they are correct.
2. Communicate intensively with the plantation managers on works related to human resources, finance, production, materials, and other fields.
3. Occasional business trips to the plantation.

Application procedure**How to Apply:**

1. All qualified candidates are encouraged to send their detailed resumes with three professional referees and copies of their education documents in a single PDF file to 101202303aa12@gmail.com
2. Please save your application document (PDF) as Surname_advertising channel name Forexample "Muhwezi_RiyowJobsUganda".

Please NOTE:

1. Only short-listed candidates will be invited to participate in the interview process.