

## Job description

### Secretary cum Technical Engineer

#### Job description

Crystal Projects General Contracting is a company specialized in Marine and Civil Contracting with various on-going projects, we are looking for ambitious candidate to grow with us.

#### Requirements

- Excellent computer literacy
- Able to do Multitasking and have sense to finish the work according to urgency and priority wise
- Have excellent communication skills in both writing and speaking (i.e. able to compose letters, quotations, inquiries, etc in good and professional way)
- Maintain electronic and paper records ensuring information is organized and easily accessible
- In depth knowledge of office management and corporate communication.
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Advantage (plus) for knowledge and experience in Engineering/Construction Submittals
- Advantage (Plus) for knowledge and experience in Auto Cad

Job Type: Full-time

Location: Musaffah, Abu Dhabi

Job ID: Sec-140224