

Announcement of Job Opening

Dear Team,

We are excited to announce that we are currently seeking to hire an Administrative Personnel to join our team. This is a great opportunity for an organized and proactive individual who is looking to contribute to our company's success.

Position: Administrative Personnel

Location: [Office Location]

Responsibilities:

- Manage day-to-day administrative functions
- Assist in scheduling meetings and appointments
- Maintain organized filing systems
- Support team members with various tasks as needed

Qualifications:

- Proven experience in an administrative role
- Strong organizational and multitasking skills
- Excellent communication abilities
- Proficient in Microsoft Office Suite

If you know someone who fits these qualifications, please encourage them to apply. Candidates can submit their resumes and cover letters to [contact email] by [application deadline].

Thank you for your attention and support in filling this position!

Sincerely,
[Your Name]
[Your Position]
[Company Name]