SEAWORKS COMPANY





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GENERAL CLERK 2 QUESTIONNAIRE

SW/HRD/QGE/001.1 Issued on 15/01/2020		Date:					
Name:		■ Have Qatari Driving License?					
SN	DESCRIPTION		None	Familiar	Average	Good	Excellent
1.	Performs intermediate clerical office work as directed.		0	0		0	0
2.	Document processing, Record keeping and report compilation.		0	0	0	0	0
3.	Requiring understanding of policies and procedures and follow basic instructions.		0	0	0	0	0
4.	Can type, summarize, and consolidate documents.			0		0	0
5.	Can use computer and Microsoft office applications like Word, Excel, PowerPoint to compile and report basic information.			0		0	0
6.	Read, Speak and Write English.			0		0	0
7.	Read, Speak and Write Arabic.		0	0		0	0
8.	Decision-making, problem solving and communication skills.		0	0		0	0
Remarks:							