

Designation: Personal Assistant to VP

Department: VP-D&F Office

Qualification: Bachelors' Degree

Experience: Up to 2 to 3 years' relevant experience.

Job description:

- Processes all incoming emails, letters, and other correspondence.
- Records all correspondence in relevant files.
- Prepares responses for correspondence and routine enquires.
- Reads and analyses incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Plans, co-ordinates, and schedules executive and other meetings and functions.
- Takes and transcribes minutes and distributes to meeting attendees.
- Schedules and contracts meeting facilities and refreshments.
- Attends phone calls and takes messages.
- Manages and maintains the executive's diary in terms of scheduling appointments, time management, and keeps it up to date.
- Makes travel and accommodation arrangements for the executive.
- Makes relevant document and schedule meetings and photocopy's and collates official documents.
- Answers queries and complaints for internal and external visitors.
- Greets and screen visitors and determines whether they should be given access to specific individuals.

Interested candidates can forward their resumes at zabhr@szabist.edu.pk latest by **September 4, 2022**.