

(continued)



Office Assistant - Job Description

Title: Office Assistant
Number of Position(s): 01 - Contract
Reports To: Project Director - KMP

Job Duties /Responsibilities:

The major responsibilities of the Office Assistant include but are not limited to the following:

- To provide clerical support including organizing files, scheduling appointments, taking minutes, proof reading, receiving guest and arranging meetings

Education and Experience

- Bachelor's degree from HEC recognized University/Institute along with Diploma in IT (DIT).
- Excellent verbal and written computer skills with exceptional reading and listening abilities.
- At least 02 years of experience in donor funded projects. Must have an average typing speed of at least 30 words per minute. Proficient in dictation and note taking.

Work Conditions

Position is based in Karachi. Selection will be based on merit and competency.