

Business Support Assistant

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Company: Bahria Consulting Ltd

Location: Pakistan

Category: other-general

Bahria Consulting is a new construction and consulting company registered in England and Wales. The company offers a range of services, including new construction, development of building projects, renovations, repairs for residential and commercial clients, plumbing, heat and air-conditioning installation, electrical installation, solar installation works and landscape service activities. The company also offers project management and consultancy services.

The Role

You will be responsible for :

Receiving and screening incoming calls and emails and determining priorities.

Performing project-based work as assigned.

Working closely with Team Executives as well as other support functions to provide proactive and effective general administrative assistance across a diverse range of tasks.

Scheduling and coordinating meetings.

Making travel arrangements and preparing expense reports.

Providing other organisational support such as ordering supplies and equipment.

Ideal Profile

You have at least 1 year experience within a Admin Assistant or Executive Assistant / Virtual Assistant role, ideally within the Real Estate and Professional Services industry.

You are organised and have good interpersonal skills.

You can work with minimal supervision and multi-task effectively.

You have good computer skills (MS Word, Excel, Powerpoint).

You are a strong team player who can manage multiple stakeholders

You pay strong attention to detail and deliver work that is of a high standard

You are highly goal driven and work well in fast paced environments

What's on Offer?

Opening within a company with a solid track record of success

A role that offers a breadth of learning opportunities

Opportunities for career growth & development

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