

## Business Support Assistant

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Company: SnaPhunt

Location: Pakistan

Category: other-general

### The 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

### The Job

#### 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.

### The 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

### **The Employer**

Our client 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.

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