

## Office Executive

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Company: ASK Development Pvt (Ltd)

Location: Islamabad

Category: other-general

### Office Executive

ASK Development Pvt (Ltd), PakistanCollaborate with management to complete necessary projects and work independently on prior delegated tasks

Ensure an organized, tidy workspace along with office support for CEO and higher management in daily engagements and outside office tasks

Complete basic bookkeeping and record keeping duties for CEO office

Report any problems with office, equipment and staff; help resolve the issues if possible

Answer phones, direct calls, take and deliver messages as needed; manage outgoing & incoming mail, and deliver to appropriate persons/organizations on behalf of CEO office

Help to immediately resolve and mediate customer complaints assisting higher management

Arrange and schedule meetings, appointments, and events for management, including coordinating calendars and securing meeting spaces; plan travel arrangements for out of town conferences; keep calendars and remind all parties of upcoming events

Take meeting notes and transcribe into email, document, or spreadsheet forms

Support and manage professional data basis and record for CEO's organizational and outreach programs

Any task assigned by CEO and Senior Management or this list may change with additional tasks as per the requirement of ASK.

### Job SpecificationTasks:

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Job Requirements and Qualification

Graduation in social sciences

Fast and proficient typist

Strong verbal and written communication skills; excellent customer service skills

A positive attitude, strong work ethic, and customer service focus are a must.

Experience

Previous office experience and understanding of office procedures and processes not less than 2 years. However, more experience and senior age group will be preferred.#J-18808-

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