

PA To CEO/Director

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Company: Your Cloud Campus

Location: Rawalpindi Cantonment

Category: other-general

PA To CEO/Director Your Cloud Campus, Pakistan Some of your task will include but not limited to:To set appointments and meetings for the CEO/Director.Interact well and efficiently with internal departments of organization and external organizations as well.Maintain office filling and other corrdination system.Correspondence for and with CEO/Director.Typing up minutes.Answering calls.Organizing offical arrangements.Drafting of different official Letter.Maintain a calendar of meetings.Review, organize and respond to mails.Ensure guests meeting with the CEO/Director.Other duties as assigned.Job SpecificationShould have pleasant personality with Excellent oral and written communication skills.Fluent in spoken and written English.Excellent organisational / management skills, ability to multi-task and organise others.

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