

## PA To Director And GM Marketing

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Company: Hireright

Location: Islamabad

Category: sales-and-related

PA To Director And GM Marketing Hireright, Pakistan- Reading, monitoring and responding to the emails- Answering calls and handling queries.- Preparing correspondence on behalf of ED & GM Marketing.- Delegating work in the absence of ED & GM Marketing.- Liaising with internal & external stake holders.- Managing daily diary of ED & GM Marketing.- Organizing meetings and making minutes.- Organizing travel arrangements.- Planning, organizing and managing office events.- Writing reports, executive summaries & newsletters.- Preparing folders for meetings.- Sourcing and ordering stationery and office equipment. Job Specification B.A/ B.Com/MA/ M.Com / MBA qualified from a recognized institute. Having minimum 06-08 years of experience in the field of similar capacity. Draft emails and letters. Communicate with clients and vendors along with exceptional communication, presentation and interpersonal skills. Possessing the ability to work under pressure, independently and as a part of the team. Information Technology and Services - Lahore, Pakistan

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