

## PA To Director

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Company: Ghani Group

Location: Lahore

Category: other-general

**Job Description**We are looking for a responsible Personal Assistant to provide personalized secretarial and administrative support in a well-organized and timely manner. You will work on a one-to-one basis on a variety of tasks related to Director's working life and communication.  
**Responsibilities**Act as the point of contact between the Director and internal/external clientsScreen and direct phone calls and distribute correspondenceHandle requests and queries appropriatelyManage diary and schedule meetings and appointmentsMake travel arrangementsTake dictation and minutesSource office suppliesProduce reports, presentations and briefsDevise and maintain office filing system  
**Job Specification**  
**Requirements and skills**4-5 years Proven work experience as a Personal AssistantKnowledge of office management systems and proceduresMS Office and English proficiencyOutstanding organizational and time management skillsUp-to-date with latest office gadgets and applicationsAbility to multitask and prioritize daily workloadExcellent verbal and written communications skillsDiscretion and confidentialityA Valid bachelor's degree in relevant field  
**Job Rewards and Benefits**Health Insurance, Incentive Bonus, Leaves, Life Insurance, Medical, Provident Fund

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