

## PA to Director

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Company: International Petrochemical

Location: Lahore

Category: other-general

As the Personal Assistant to the Director, you will be responsible for providing comprehensive administrative support to ensure the smooth and efficient operation of the Director's office. You will play a key role in managing the Director's schedule, organizing meetings, handling correspondence, and performing various other administrative tasks. The ideal candidate will be highly organized, detail-oriented, and capable of multitasking in a fast-paced environment.

### Responsibilities:

Manage the Director's calendar and schedule appointments, meetings, and travel arrangements

Coordinate and schedule internal and external meetings, including preparing agendas and meeting materials

Screen and prioritize incoming communications, including emails, phone calls, and mail

Draft and edit correspondence, reports, presentations, and other documents as needed

Prepare and distribute meeting minutes and follow up on action items

Maintain confidential files and records, ensuring accuracy and confidentiality

Assist with special projects and events as assigned by the Director

Liaise with internal and external stakeholders on behalf of the Director

Handle personal errands and tasks as requested by the Director

### Requirements:

Bachelor's degree preferred

Proven experience as a personal assistant, executive assistant, or similar role

Excellent organizational and time management skills

Strong attention to detail and ability to prioritize tasks

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Excellent communication and interpersonal skills

Ability to maintain confidentiality and exercise discretion

Professional demeanor and positive attitude

Flexibility to adapt to changing priorities and work independently

Knowledge of (specific industry/sector) preferred but not required

Job Type: Full-time

Pay: Rs50,000.00 - Rs70,000.00 per month

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