

PA To Director

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Company: Al Baraka Apparel - Diners

Location: Saddar Town

Category: other-general

PA To Director Al Baraka Apparel - Diners, Pakistan Manage multiple projects as assigned by the Director related to diverse lines of business, community, and personal interests with inter-related activities and relationships.Coordinates calendar, travel, meeting, and schedule arrangements for the Director, business partners.Works closely with other team members to assure the Director's preparation for meetings, presentations or other engagements.Administrative and functional activities include but are not limited to: o Taking phone calls; o maintaining personal and business files; o corporate record keeping for multiple entities; o note taking & creating documentation o filing, storage & retrieval of business and personal activities.Handles financial and accounting matters for the chairman with confidentiality.Prepare and sends business and private correspondence.Any other duties as assigned.Job SpecificationMust have Previous experience with executives.Computer Literate.
#J-18808-Ljbffr

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