

PA To Director

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Company: Bonanza Garment Ind. (Pvt) Ltd.

Location: Saddar Town

Category: other-general

Some of your task will include but not limited to: To set appointments and meetings for the Director as requested. Interact well and efficiently with internal departments of organization and external organizations as well. Devise and maintain office filling system. Correspondence for MD and also with junior office staff. Typing up minutes. Organizing diaries. Fielding calls.

· Organizing travel arrangements. · Drafting of different official Letter. Job Specification To secure this opportunity you will have at least 2 year experience, a professional approach and the ability to liaise confidently. Other key attributes include: Excellent written communication skills. A pro-active attitude. Strong attention to detail. Well developed time management skills.

#J-18808-Ljbffr

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