

PA To Director

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Company: The Forum

Location: Saddar Town

Category: other-general

Provide administrative support to the office of the Director, by relieving them of routine daily tasks and perform duties necessary to run the office efficiently. Storing, retrieving, and integrating information for dissemination to management, staff and clients. Self correspondence, arranging meetings, seminars, conferences. Travel arrangements, hotel arrangements and arranging visas and day to day work assigned by the Director. Self correspondence (emailing, letters), scheduling meetings, seminars, screening calls, handling visitors, coordination for Director with senior management coordinate several activities at once, quickly analyze and resolve specific problems and cope with deadlines, includes dealing with customers tactfully with people, employees and have to establish effective working relationships with many different people ranging from managers, supervisors, professionals. Ability to work independently on presentations, routine work and involvement in various other tasks given by Director from time to time. Assisting other senior management personnel for urgent critical assignments. Job Specification Bachelor / Masters with 4 to 5 years of experience on similar capacity.candidate should be well groomed and excellent communication skills.computer literacy is essential. Enable notifications and we will notify you as soon as there is a new job opportunity for you.

#J-18808-Ljbffr

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