

Protocol Assistant

Duties and Responsibilities:

- Provide complete protocol to management, officials and Company's nominees at airports, meetings, hotels and offices etc.
- Keep a record/list of key business leaders and government officials.
- Liaison with key stake holder for smooth event management by making and sending invitations, ensuring suitable seating arrangements. Overlook and create photo opportunities and press conferences.
- Responsible for Visa arrangement and liaison with embassies, consulates and relevant ministries.
- Schedule and book travel plan and arrange necessary transportation.
- Plan foreign and domestic visits, ceremonies and special events.
- Arrange lodging and official accommodations.
- Arrangement of official lunch/dinners and farewells etc.
- Arrangement of corporate gifts for dignitaries.
- Maintain, prioritize and file confidential records.
- Identify security risks and create safety plans.
- Develop itineraries and agendas for official meetings.

Minimum Qualifications:

- Bachelor's degree in Business or Public Administration / relevant field from a university recognized by the HEC.

Minimum Experience:

Four (04) years post-qualification relevant experience in administration and protocol domain in a Local or Multinational organizations of repute.

Required Skills:

- Ability to multitask and manage time efficiently
- Agile Coordination
- Effective communication and interpersonal skills
- Ability to work well with Management and employees at all levels
- Social perceptiveness and Relationship Management

Maximum Age:

- 40 years