

Assistant (Commercial)

Duties and Responsibilities:

- Manage the department/office including diary maintenance in and out, phone queries and general correspondence.
- Provide secretarial support to the Line Manager and department. Checking of e-mails and preparation of replies to different companies.
- Facilitate the executives in drafting reports, presentations and resolve problems during the computer work. Ensure timely Letter Dispatching.
- Operate various office equipment (computer, printer, fax, photocopy machine etc.) and facilitate their maintenance as required.
- Maintain and update manuals, official memorandums and decisions properly. Keep departmental database in manual and digital both forms.
- Take instructions/dictation from Line Manager on official matters, arranging meetings, appointments and respond/forward the official mail to concerned members for action as per advice.
- Develop, implement & maintain a filing system for all business records.
- Screen incoming calls and correspondence. Handle stationary requirements of the department.
- Update monthly expense sheets of the department i.e. Travel, Petrol, and Maintenance, Miscellaneous etc.
- Coordinate in arranging meetings, events, or conferences when required.
- Maintain record of agendas, notices, minutes, and resolutions for corporate meetings.
- Proper filing of important legal documents, agreements and contracts etc.
- Schedule meetings. Arrange travel plans & itineraries for department.
- Responsible for sorting and distributing the incoming mails. Sending out the external mails.

Minimum Qualifications:

- Bachelor's degree from a university recognized by the HEC.

Minimum Experience:

Four (04) years post-qualification relevant experience in secretarial work, documentation, and administrative matters in a local or Multinational organizations of repute.

Required Skills:

- Command in multi-tasking, Excellent interpersonal skills, Organizing Skills
- Effective communication skills, both verbal and written. Ability to work under pressure.
- Focused approach, ability of problem solving and organizational management.

- Should have strong computer skills, particularly with Microsoft Outlook, Word, PowerPoint, Excel etc. Good command in written and spoken English.

Maximum Age:

- 40 years