

“The Nation’s Bank”, **National Bank of Pakistan** aims to support the financial well-being of the Nation along with enabling sustainable growth and inclusive development through its wide local and international network of branches. Being one of the leading and largest banks of Pakistan, National Bank of Pakistan is contributing significantly towards socioeconomic growth in the country with an objective to transform the institution into a future-fit, agile and sustainable Bank.

In line with our strategy, the Bank is looking for talented, dedicated and experienced professionals for the following position in the area of **Logistics, Communications & Marketing** based in **Karachi**.

The individuals who fulfill the below basic-eligibility criteria may apply for the following position:

06	Position / Job Title	Processing Officer (OG-III)
	Reporting to	Departmental Head – Guarded Security
	Educational / Professional Qualification	<ul style="list-style-type: none"> • Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC of Pakistan • Candidate having a Master’s degree and / or relevant diploma / certification(s) would be preferred
	Experience	<ul style="list-style-type: none"> • Minimum 01 year of experience in Security and / or related field, preferably in bank(s)
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Strong administrative and technical competencies • Sound analytical, problem-solving, and interpersonal skills • Ability to demonstrate attention to detail, prioritize tasks, and meet deadlines effectively • Good understanding of data management practices • Proficiency in Microsoft Office applications • Proficient in MS Office suite (Outlook, Excel, Word, and PowerPoint)
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • To attend and assist all visitors in a courteous and professional manner • To verify visitor identity and accurately record details in the Visitor Management System (VMS) • To ensure visitor entry and exit in strict compliance with established Standard Operating Procedures (SOPs) • To obtain prior confirmation from the host (staff member) before granting visitor access to the Head Office building • To respond to general inquiries and guide visitors appropriately • To manage internal incoming calls and assist staff in following relevant security procedures • To maintain accurate and up-to-date MIS records of all visitors and hosts • To coordinate with the security team to ensure smooth visitor flow and adherence to safety protocols • To handle urgent or exceptional visitor requests in coordination with the concerned departments • To perform any other assignment as assigned by the supervisor(s)
	Assessment Test / Interview(s)	Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for test and / or panel interview(s).
	Employment Type	The employment will be on contractual basis, for three years which may be renewed on discretion of the Management. Selected candidates will be offered compensation package and other benefits as per Bank’s policy / rules.

Interested candidates may visit the website www.sidathyder.com.pk/careers and apply online within 10 working days from the date of publication of this advertisement as per given instructions.

Applications received after due date will not be considered in any case. No TA / DA will be admissible for test / interview.

National Bank of Pakistan is an equal opportunity employer and welcomes applications from all qualified individuals, regardless of gender, religion, or disability.