



TransKarachi
Operator of the Karachi Breeze System

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| POSITION: | Administrative Assistant |
| EMPLOYMENT TYPE: | Contract |
| DUTY STATION: | Karachi |
| NO OF POSITIONS: | 04 |
| REPORT TO: | GM Infrastructure and Planning / GM Operations / GM Corporate /CFO |
| SALARY PACKAGE: | Market based competitive salary package and other benefits payable in accordance with the company policy. |

OVERALL ROLE

The role of Administrative Assistant is to provide clerical support including organizing files, scheduling appointments, talking minutes, proofreading, receiving guests and arranging meetings.

KEY RESPONSIBILITIES

The major responsibilities of the Administrative Assistant include but are not limited to the following:

- Upkeep of the General Manager / CFO office and a single point contact to his office;
- Provide a complete correspondence service to ensure that it is dealt with efficiently; screen incoming correspondence; make preliminary assessment and present to General Manager / CFO;
- Take dictation to prepare responses for General Manager / CFO signature, gathers and summarizes data to ensure availability; prepare briefing papers, reports and presentations;
- Manage and maintain General Manager / CFO schedule and calendar to enable him to attend all key meetings at the appointed times; Prepare daily activity and important documents to be signed; Setup and coordinate appointments, meetings, and conferences; Maintain contact directory;
- Collect materials for meetings, speeches, and conferences; Plan, coordinate and organize meetings and presentations; Prepare and distribute meeting agenda; Take minutes and keep records of proceedings; Create, compile, and distribute minutes of meeting;
- Receive visitors and alert General Manager / CFO accordingly; Make referrals to appropriate staff or provides requested information;
- Communicate General Manager / CFO instructions, directives and assignment to subordinate staff and /or departments and follow up on the status; Furnish and obtain required information;
- Establish and maintain records and filing systems, replenish stationery and arrange for the efficient operations of General Manager / CFO office equipment and machinery; and
- Perform other related duties as required.

POSITION REQUIREMENTS

1. ATTAINMENTS

Qualification

At least intermediate (12th Grade), preferable Bachelor degree from a HEC recognised University.
Specialized Training - communication skills, office management, executive secretaries course, MS office, short hand, note taking, event management, English language or related fields.

EXPERIENCE



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At least 5 years secretarial, general administration experience including a minimum of 2 years of experience in a similar role is highly desirable.

2. CORE COMPETENCIES

- Good working knowledge of using MS Office to a competent level, especially MS Word, Excel, PowerPoint and Outlook;
- Highly organized with ability to manage and prioritize tasks and work autonomously;
- Ability to exercise sound judgment, tact and discretion;
- A good deal of common sense, etiquette and an ability to think well;
- Shorthand and excellent typing skills with speed and accuracy;
- Good organizational skills;
- good communication skills, both verbal and written;
- Demonstrated ability to arrange meeting schedules, compile minutes and follow up on meeting decisions as are required from time to time;
- Fluency in Urdu and good command in written English. Sindhi will be considered an added advantage.

3. METHOD OF RECRUITMENT

Direct Recruitment. Selection will be based on merit and competency.

Application Deadline: 5pm of 30th March 2020.

HOW TO APPLY: Interested candidates meeting the above criteria may apply by sending their CV with a cover letter stating their suitability for the post along with filled job application form and attested copies of educational and experience certificates, CNIC, photograph by email to: hr@transkarachi.pk.

Important note for email submission: Please mention post applied for in the subject line, along with candidate name. Further, we will not accept emails that are more than 3.5 MB in size. If required, segregate your emails to accommodate email data restrictions. For segregated emails please use sequence of emails like Email 1, Email 2 in the subject line. For attachment purposes, please only use MS Word, or PDF format.

Only short listed candidates will be invited for interview. No TA/DA will be admissible for interview

TransKarachi is committed to achieving workforce diversity in terms of gender and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.