



TransKarachi
Operator of the Karachi Breeze System

POSITION: Office Helper
EMPLOYMENT TYPE: Contract
DUTY STATION: Karachi
NO OF POSITIONS: 02
REPORT TO: GM Corporate
SALARY PACKAGE: Market based competitive salary package and other benefits payable in accordance with the company policy.

OVERALL ROLE

The role of Office Helper is to provide assistance to officers and staff by performing menial office tasks.

KEY RESPONSIBILITIES

The major responsibilities of the Office Helper include but are not limited to the following:

- Clean office furniture, record and equipment;
- Maintain cleanliness of the office kitchen and common area/lunch room;
- Post letters, deposit office utility bills in bank;
- Making and serving tea and coffee to guests and follow schedule of serving to the staff. Serve drinking water and food and fetch refreshments.
- Manage internal communication by delivery of "Dak" in local offices and within the office and also files from one office table to other;
- Serve notices or any other legal letters to the concerned person/office;
- Assist in office tasks i.e. photocopying documents, meetings and workshops, etc.
- Check stock toilet tissue, hand towels, facial tissues and hand soap;
- Stay in office till the office is working; and
- Perform other related duties as required.

POSITION REQUIREMENTS

1. ATTAINMENTS

Qualification

At least Matriculation (10th Grade) passed.

EXPERIENCE

At least 5 years in an office environment. Working experience in a multinational firm / banks international Fast Food chains is highly desirable.

2. CORE COMPETENCIES

- Good understanding of office environment;
- Understanding of basic customer service; and
- Understands basic hygiene requirements.

3. METHOD OF RECRUITMENT

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



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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.