

KOPIA Pakistan Centre is hiring for a competent Administrative officer to help with the joint projects of Pakistan and South Korea in agricultural technology sector. As such we require an individual with an exceptional grasp of the English language and an adequate experience working for the Administration office.

Job Title: Administrative officer

Job Types: Full-time

Contract type: Project Contract

Salary: Rs60,000.00 – Rs80,000.00 per month

Contract duration: 1 year (extendable)

Office location: NARC, Park road, Islamabad

Working hours: 9AM to 5PM (Mon – Fri)

Job Description:

- Greeting and directing visitors, answering phone inquiries, handling communications in a courteous, professional manner.
- Ensuring office supplies are maintained, including checking inventory and working with vendors to ensure adequate levels of necessary supplies at all times.
- Occasionally traveling off-site for procurement, or other necessary office work.
- Ensuring the confidentiality and security of files and filing systems.
- Coordinating schedules, time management, distributing memos and reports, as well as handling minutes for meetings.
- Operating copy equipment, fax machines, printers or other equipment necessary.
- Basic bookkeeping experience, especially in accounts payable/receivable and handling of office petty-cash account.
- Experience using office management software, including word processing software and spreadsheets.
- Typing speed of at least 50 words per minute with few errors, and a command over letter writing and office documentation.
- Ability to multitask and handle various facets of office work including supervision of workers.

- Administration of Workers, delegation of tasks, performance evaluation and Work-log maintenance.
- Coordinating Director with all possible aspects of communication with associates or other external parties.

Job Qualifications:

- Proven experience as administration manager.
- Excellent command over English language.
- Bachelor degree (preferred).
- In-depth understanding of office management procedures and departmental and legal policies.
- Familiarity with financial and facilities management principles.
- Proficient in MS Office.
- An analytical mind with problem-solving skills.
- Excellent organizational and multitasking abilities.
- Korean language users are preferred.

Required Documents: Resume

Some documents may be required if applicable to your eligibility and/or qualifications for this position

Application:

Mail to: cgyoung61@gmail.com, hassams95@gmail.com

Contact: Hassam Shahid, 0305-870-6667

Submission: up to 31 August 2021, 6pm