

Administrative Assistant Vacancy

Consulate of Pakistan Birmingham, is looking for suitable candidates to work on the following post:

Sr. No	Job title	No of Positions
1	Administrative Assistant	One

Job Description :

Salary: Salary package would be offered in accordance with qualification and work experience.

Job brief

Administrative Assistant is required to perform a variety of administrative and clerical tasks. Duties include providing support to the manager and employees, assisting in daily office needs and managing our office general administrative activities.

Main Responsibilities

- Answer and direct phone calls.
- Respond to official correspondence.
- Organize and schedule appointments.
- Provide general support and guidance to service users.
- Act as the point of contact for internal and external clients
- Liaise with the manager staff members & interact with local departments for routine communication and assigned tasks.
- Be comfortable, confident and sensitive in handling a broad range of public documents
- Take a logical, structured approach to problem solving. Good judgement is essential
- Enjoy working and contributing as part of a collaborative team
- Have exceptional communication skills and a talent for clearly and simply explaining services over the phone, and in writing.
- Time management skills with focus on efficiency and effectiveness in achieving targets.

Essential qualifications and experience

- GCSE/IGCSE or equivalent
- Essential computer knowledge especially MS Office

Desirable qualifications and experience

- Previous experience performing similar duties
- Documentation skills - Ability to use various office equipment
- Good Knowledge of front office desk operations, practices and procedures

Qualification and other requirements:

1. Maintain office file system, interact with local departments for routine communication and assigned tasks,
2. Office hours are normally from 0900 hrs to 1700 hrs, 5 days a week.

Procedure:

1. Interested candidates may apply by **25th January 2018**. Please send your CV, a one page statement highlighting your key achievements that make you feel suitable for this post (max 300 words) at **Jobs_Birmingham@phclondon.org** The statement may also include your ambition and expectations. The subject of the email should include your name&, **Application for Administrative Assistant by <NAME>**
2. The applications will be shortlisted and only selective applicants will be called for interview.
3. The consulate reserves the right to reject any application without assigning any reason.

**Consulate of Pakistan,
Birmingham
01/Dec/2017**