



**High Commission for
Pakistan London**

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Chancery Division
London

VACANCY NOTICE

For The Post of Receptionist

High Commission for Pakistan, London is looking for a suitable candidate to work as Receptionist at the High Commission for Pakistan, London:

The candidate should:

- Possess valid visa of the UK or be a British National.
- Should hold a bachelor degree
- Be able to communicate both in English and Urdu.
- Possess knowledge of Computer especially MS Office.
- Possess experience for desk work, coordination and administration.
- Possess experience of event management.
- Be medically fit and flexible with working hours

Suitable candidates may apply with their C.V. by 10th January 2025 to our email at jobs@phclondon.org

Only short listed candidates will be contacted for interviews.

(Fahad Saleem)
Head of Chancery