

The Institute of Business Administration (IBA), Karachi seeks applications from dynamic and result oriented individuals for the following full-time position:

Position: **EXECUTIVE ASSISTANT DEAN OFFICE - STUDENT AFFAIRS  
(PROJECT BASED)**

### **MAIN DUTIES & RESPONSIBILITIES:**

- Proficient in excel, and other data analysis tools.
- Handling all administrative responsibilities and tasks pertaining to Dean Student Affairs domain.
- Planning and coordinating internal and external meetings.
- Ensuring smooth coordination between the Dean's office and other Schools and Departments at IBA.
- Keeping the Dean up-to-date with all communications, meetings, and visits.
- Engaging with students and connecting them with the relevant focal person.

### **QUALIFICATION & EXPERIENCE:**

The incumbent shall have at least bachelors' degree from an HEC recognized institute with at least 1 year of experience working in relevant field.

### **KNOWLEDGE & COMPETENCIES:**

Excellent command on Microsoft Office, Good Writing, Communication, and Interpersonal Skills; Friendly and Energetic.

