

It is requested to apply through Air University Job Portal on Official website at following link :

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Personal Assistant

Qualification:

Bachelor's or equivalent from HEC recognized University/Institutes. Degree relevant to Accounting & Finance will be preferred.

Experience:

Minimum 2 years' relevant experience.

Job Descriptions:

1. Managing the Director's calendar, scheduling meetings, and coordinating with other departments.
2. Handling confidential and sensitive information with the utmost discretion and professionalism.
3. Preparing reports, letters, presentations, and other documents.
4. Organizing and maintaining manual and electronic files.
5. Record Keeping
6. Any other relevant assigned task.

Skills and Expertise:

1. Previous experience as an executive assistant, personal assistant, or in a similar administrative role.
2. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
3. Excellent communication skills, both written and verbal.
4. An understanding of finance and accounting principles is a plus.

Remuneration

Air University offers competitive salary package. Other benefits include membership of contributory provident fund scheme, medical insurance and pension insurance scheme.

*The position is Islamabad based only.

*Only shortlisted candidates will be called for interview.

Required Qualification	Bachelors or equivalent from HEC recognized University/Institutes
Posted On	18-Oct-2023
Last Date	31-Oct-2023
Required Experience	2 Years
Required Skills	Candidate must have related skills.