

JOB TITLE

Admin Associate

LOCATION

Karachi – PK

JOB FUNCTIONS

- Collect, analyze and synthesize data from diverse sources to develop charts, graphs and data visuals that facilitate an enhanced understanding of complex information.
- Compile, organize and generate various reports and returns required by the organization.
- Establish and maintain efficient digital and physical document management systems, ensuring easy access and retrieval of reports, presentations, and relevant data.
- Collaborate with different departments to understand their reporting and presentation needs, providing valuable insights and support.

SKILLS AND EXPERTISE

- Good professional PowerPoint presentations and reports.
- Proficiency in data analysis and visualization tools.
- Excellent written and verbal communication skills.
- Ability to work under tight deadlines and manage multiple projects simultaneously.

EDUCATION AND EXPERIENCE

- Minimum Bachelor's or above in relevant field (e.g., Business, Communications, Information Technology).
- 1 to 2 years of experience in related field.
- Fresh candidates are encouraged to apply

WE ARE HIRING