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**ADMIN ASSISTANT (Islamabad Campus)**

**Position:**  
**ADMIN ASSISTANT**

**Qualification:**  
Bachelor Degree (14 years) or equivalent from HEC recognized University/Institutes.

**Experience:**  
Preferably 10 years' relevant experience.

**Job Descriptions:**

**Skills and Expertise:**

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

**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.

<b>Required Qualification</b>	Bachelors degree (14 years) in a relevant field from HEC recognized University.
<b>Posted On</b>	13-Nov-2023
<b>Last Date</b>	26-Nov-2023
<b>Required Experience</b>	10 Years
<b>Required Skills</b>	Ex JCO will be preferred

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