

Ready to accelerate your career?

Executive Secretary/Coordinator
Join our team.

Seeking for a qualified & energetic individual to provide administrative support to the Senior Management (C-Level). He/ She shall coordinate and manage record keeping, data management, documentation, travel arrangements, scheduling meetings and other administrative adhoc tasks assigned by the supervisor. The candidate shall be responsible to maintain and organize the Executive documents, files, logs, other records and also liaison with external/internal stakeholders as per requirements.

Qualifications:

- Graduation (B.A/B. Com) from any reputable Institute.
- 4 to 5 years of experience in the similar capacity.

Requirements:

- Good Communication skills (Oral, written, report writing, presentation).
- Planning, organizing & time management.
- Proficient in using MS Office Suite (Word, Excel & PowerPoint).
- Multitasking abilities.

Location:

- Head office-Lahore

Interested candidates may email their CVs to hr@hyundai-nishat.com to apply by **20th November, 2023** and please mention the position in the subject of the email.

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