

we are
Hiring!



Liaquat National Hospital

Administrative Assistant

Department of Haematology

Key Responsibilities:

- To type all the reports of the department and prepare Monthly Statement
- To type the routine and extra duty rosters and maintain all departmental files record
- To prepare Statistical and graphical data for the department
- To prepare all presentations regarding department
- All Data management
- To maintain the Overtime record
- Inform critical reports in ward/OPD
- Ensure compliance with all quality, environment and safety management system requirements

Job Requirements:

- Candidate should hold at least a Bachelor's degree with at least 1-2 years of related work experience
- Should be proficient in the use of MS Office
- Good communication and interpersonal skills

Last Date to Apply:

29th
November 2023

How to Apply:

Please submit your application,
updated CV at:
careers@lnh.edu.pk