



Location: **Faisalabad, Gujranwala, Islamabad, Rawalpindi**

Join Our Team:

Senior Officer – Data Support

RESPONSIBILITIES:

- Data collection from the concerned authorities and health facilities (public and private sector)
- Typing, formatting, and editing reports, documents, and presentations.
- Entering data, maintaining databases and keeping records.
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- Liaising with internal and external departments, data collection, visit to the health facilities of the intervention area.
- Record minutes of the meetings and follow up on action items.

Email your resume to

careers@greenstar.org.pk

mentioning **position title** in the subject line

REQUIREMENTS:

- Intermediate/Bachelors Degree (preferably Bachelor's);
- 2+ years of experience
- MS – Office (with emphasis on Word, and PowerPoint)
- Prior experience in the data collection would be advantageous.
- Excellent time management skills.
- Able to work under pressure.

Visit our careers page:

https://greenstar.org.pk/careers_at_greenstar/

Application Deadline: **December 07, 2023**

