

OFFICE SECRETARY

Pakistan Hockey Federation, the governing body for the sport of field hockey in Pakistan is looking for "Office Secretary" at Lahore Head Office.

Major responsibilities include (Not Limited to):

- Maintain office records efficiently
- Assist President PHF, Secretary General PHF
- Prepare and manage correspondence, reports and documents
- Set up and maintain document management systems
- Maintain proper filing System
- Initiate reports & returns timely
- Maintain Proper record of inquiries and maintain liaison with officials conducting the inquiries for meeting the time lines.
- Make travel arrangements of executive
- Attend meetings and takes notes for issuance of minutes of the meetings
- Handle confidential documents and ensure safe custody
- Create database of players, coaches and technical officials
- Receive incoming mail ensure dispatch of outgoing mail timely and keep record

Skills:

- Knowledge and experience of relevant software applications including spreadsheets and database management
- Knowledge of administrative, business principles and clerical procedures
- Proficient in English language skills
- Experience of producing quality correspondence and documents
- Experience in information and communication management
- Good Composing Skills on computer
- Should possess good writing and speaking skills
- Able to work under pressure
- Time Management
- Experience as executive secretary on similar administrative assignment will be an added advantage

Total Positions:	1 Post
Job Locations:	Lahore, Pakistan
Genders:	Male/Female
Minimum Educations:	Post-Graduate
Career Level:	Experienced Professional
Experience:	5 Year - 6 Years (Experience in similar capacity will be preferred)
Salary:	Shall be market competitive
Age Limit:	Upto 45 years
On Contracts:	One Year (Renewable)
Apply Before:	December 15, 2023
Posting Date:	December 04, 2023

PAKISTAN HOCKEY FEDERATION

Interested candidates from all over Pakistan fulfilling the above criteria can apply at following address with a passport size recent photograph, experience letter and degree, latest by Friday, 15th December 2023 to Secretary General Pakistan Hockey Federation, National Hockey Stadium, Ferozpur Road, Lahore, Pakistan.

PHF will have the sole discretion to accept or reject any application.

Two Members Committee will shortlist the candidates and forward their recommendation for further action to Secretary PHF.

NOTE: Clearly mark your envelope for the position applied for. Only shortlisted candidates will be called for interviews. No TA/DA shall be paid.