



Al Meezan
Investment Management Ltd.



Location
Islamabad

WE ARE HIRING!

Al Meezan Investment Management Limited seeks profiles from dynamic and result-oriented individuals for the following vacant position:

Admin Officer – North Region

Requirements:

The position requires the utmost sense of responsibility to ensure the smooth processing of daily administrative activities and provide a supportive environment for the north region and the effectiveness and productivity of its function. To succeed in this role the following skills will play a key role.

- ▶ Sound Knowledge of Administration and procedures
- ▶ Event Management
- ▶ Vendor Management
- ▶ Excellent written and verbal communication skills
- ▶ Proficient in Microsoft Office
- ▶ Attention to detail and problem-solving skills
- ▶ Strong organizational skills with the ability to multi-task
- ▶ Excellent time management skills and the ability to prioritize work

Eligibility Criteria:

- ▶ Bachelor in any discipline from a reputable Institute, preferably Master's.
- ▶ 1 to 3 years of relevant experience.

Send your application to hr@almeezangroup.com with the subject line "Admin Officer – North Region" by 31st January 2024.

Al Meezan Investment Management Limited is an equal-opportunity employer. We encourage individuals of all backgrounds to apply and embrace diversity in our workplace.