

CAREER OPPORTUNITY

Office Coordinator

Position Based in	: Karachi – Pakistan
Gender	: Either
Age	: 35 years (relaxation in deserving cases)
	: Master's / Four-year Graduation from HEC recognized University or equivalent qualification
Professional Experience	: Minimum 04-05 years' general office work experience

The Office Coordinator will provide comprehensive administrative and operational support to the CEO / Ex-Com, ensuring seamless office operations and efficient coordination of departmental activities. This role includes overseeing departmental payments, processing invoices, arranging hotel & travel bookings and managing various office tasks to facilitate the day to day functions of the CEO / Ex-Com.

Key Accountabilities & Responsibilities:

- Provide administrative services as well as assistance to the CEO / Ex-Com in carrying out routine tasks.
- Maintain calendars of daily, weekly / monthly commitments of the CEO / Ex-Com and ensure the CEO / Ex-Com is reminded of them on a timely basis. additionally, accurately expedite urgent, confidential and important correspondence to appropriate personnel as needed.
- Handle incoming and outgoing correspondence, including emails and calls.
- Attend CEO / Ex-Com visitors and telephone calls and give appointments to them as per schedule.
- Maintain and update office records and documents while ensuring confidentiality of sensitive information.
- Follow up on action points from meetings conducted by the CEO / Ex-Com and update on status of completion or implementation of plans in the company or respective business departments.
- Facilitate travel arrangements, reservations, prepare travel itineraries, and coordinate travel schedule and travel plan with the CEO / Ex-Com.
- Process invoices, reimbursements, and other financial transactions as needed.
- Review and verify invoices, coordinate approvals, and liaise with the finance department for processing.
- Ensure that important correspondence is sorted and made available for review of the CEO / Ex-Com in a timely manner.
- Maintain professionalism and ensure a vigilant and organized environment within the office of the CEO / Ex-Com.
- Carry out any other tasks or activities as assigned by the CEO / Ex-Com.

Core Skills:

- Team player and with interpersonal skills along with focus on target delivery and meeting deadlines.
- Self-motivated and innovative with analytical and problem-solving abilities.
- Strong sense of ethics and integrity, with the ability to handle sensitive information confidentially.
- Knowledge of MS Office (Words, power point, excel).

Interested candidates may apply at hr@security-papers.com