

Position: Executive Secretary
Division: President Secretariat
Location: Head Office - Karachi

Required Qualification & Experience:

Minimum Graduate Preferably Masters with 8-10 years in relevant Experience.

Position Summary

Conserves President's time and promotes the corporate image by representing the president internally and externally; providing liaison between the president, key executives, employees, MoF, SBP, SECP.

Main Duties & Responsibilities:

- Represents the president by welcoming visitors, reviewing correspondence; answering questions and meeting requests directed to the president.
- Completes projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; making adjustments to plans.
- Enhances president's and corporation's reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- To devise and keep electronic and paper records ensuring information is organized and easily accessible.
- Arranges corporate travel and Presidents meetings with" different stake holders including but not limited to Government /State Bank of Pakistan / Ministry of Finance etc.
- Professionally represent the Institutional image when greeting guests, organizing events, reviewing, correspondence and responding to inquiries made to the President.
- Screening phone calls, enquiries and requests, and handling them when appropriate.
- Arranging travel, visas and accommodation when assigned.
- Reading, monitoring and responding to emails.
- Responsible for management of all inward / outward communication
- To maintain business performance and provide analytical report on monthly basis.
- Helps key executives make consistent decisions by advising them; serving as liaison between them and the president
- Assist Management team in taking policy decision within the Banks regulatory framework and Banks own policies.
- To control and maintain auditable trail of all petty cash, expenses etc. of the assigned office.
- To ensure handling of any assignment directly given the President & CEO.

