



Expo Lahore (Pvt.) Limited

SITUATION VACANT

Position

Front Desk Officer (Female)

- For detail of Job information, please visit our below-mentioned website.
- Candidates must send their applications along with their CV and a passport size photograph through courier to the undersigned within ten (10) days of the publication of this advertisement.
- Only short listed candidates will be called for interview.
- No TA/DA is admissible for interview.

**HR & ADMINISTRATION OFFICER
EXPO LAHORE (PVT) LIMITED
1-A, JOHAR TOWN, LAHORE.
UAN: 111-092-042
www.expolahore.com**

Job Information

Current Job Opportunity	Front Desk Officer
Gender	Female
Age Limit	Up to 30 Years
Qualification Required	Graduation or equivalent from HEC recognized institution
Skills Required	<ul style="list-style-type: none"><input type="checkbox"/> Excellent Communication Skills<input type="checkbox"/> Familiar with computer applications e.g. M.S Office<input type="checkbox"/> Time Management Skills<input type="checkbox"/> Ability to perform multitasks
Job Description	<ul style="list-style-type: none"><input type="checkbox"/> To manage the front desk of the Company;<input type="checkbox"/> To operate the telephone exchange;<input type="checkbox"/> To maintain the record of Office Correspondence;<input type="checkbox"/> To maintain the record of visitors;<input type="checkbox"/> To assist office management with regard to their meetings and appointments;<input type="checkbox"/> Receive and dispatch all office documents;<input type="checkbox"/> To assist Administration department with regard to the general administration and functions;<input type="checkbox"/> Any other duty or function assigned by the Management;
Application Deadline	05-June-2013