


# Documentation Assistant

## Save the Children

	Total Positions:	Experience: Years
	Gender: Male	Travel Required: Not Specified
	Min Education: Not Specified	Job Shift:
	Career Level:	Salary Range: PKR/Month
Category/Industry: Non-Profit And Social Service		Max Age Limit: Not Specified
Posted on: 12 August 2014		Expiry Date: 11 January 2015
Job Type: contract		

### Job Description:

- Ability to work in a complex environment with multiple tasks, short deadlines and intense pressure to perform;
- Excellent skills on computer operation, especially on MS Word & Microsoft Excel
- Community mobilization skills.
- Problem solving ability.
- Fluency in written and spoken English.

### Required Skills:

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