

# Assistant Admin Officer

## Gorey International

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Assistant Admin Officer

	Total Positions: 1	Experience: 1-3 Years
	Gender: Male	Travel Required: 0-3 %
	Min Education: FA-FSC	Job Shift: Morning
	Career Level: Experienced (Non Manager)	Salary Range: PKR15000 - 20000/Month
Category/Industry: FMCG		Max Age Limit: 18-32 Years
Posted on: 02 November 2016		Expiry Date: 02 February 2017
Job Type: fulltime		

### Job Description:

- Looking for Support/Administrative Assistant for our organization.
- Applicant must be a team player, reliable, organized, strong attention to detail, and able to work under pressure and meet deadlines.
- Job entails transaction coordinating and all support duties.
- Strong computer/verbal skills/data entry a must.
- Must have own transport.

### Required Skills:

administrative skills

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