

JOB DESCRIPTION – ADMIN ASSISTANT

Position Title: Admin Assistant

Entity: PIA Holding Company Limited (PIAHCL)

Location: Head Office - Islamabad

Key Responsibilities

- Provide administrative support to the Admin/HR/IT Department.
- Maintain office records, filing systems (digital and physical), and documentation.
- Assist in day-to-day office operations, correspondence, and coordination.
- Support scheduling of meetings, preparation of minutes, and follow-ups.
- Facilitate logistics arrangements, including travel and office events.
- Coordinate with internal departments and external service providers.
- Perform any other tasks assigned by the supervisor/management.

Qualifications & Experience

Education:

- Intermediate or above.

Experience:

- Minimum 05 years of relevant experience in administrative support roles.

Skills & Competencies

- Good communication and interpersonal skills.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Strong organizational and time-management abilities.
- Ability to maintain confidentiality and work efficiently under pressure.

Remuneration & Benefits

- Market-competitive salary package.
- Benefits as per company policy.