

Job Description - Executive Assistant

Position Title: Executive Assistant
Entity: PIA Holding Company Limited (PIAHCL)
Grade Level: Support Functions
Location: Head Office - Islamabad

Key Responsibilities

- Executing daily office operations, maintaining records, and coordinating departmental tasks.
- Provide comprehensive administrative and secretarial support to senior management (CEO/CFO/Company Secretary).
- Manage schedules, appointments, meetings, and official correspondence.
- Maintain records (both digital and non-digital) filing systems, and office documentation in an organized manner.
- Facilitate travel arrangements, logistics, and event coordination.
- Perform any other task assigned by the management.

Qualifications & Experience

Education:

- Bachelor's Degree or above from an HEC-recognized institution.
- Professional Certificates/Diploma Holders would be preferred.

Experience:

- Minimum **05 years** of relevant experience in administrative/secretarial roles, preferably in a corporate and/or Public Sector Organization.

Other Requirements

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

Remuneration & Benefits

- Market-competitive salary package commensurate with qualifications and experience.
- Benefits and allowances as per company policy.