

Job Description - Office Attendant

Position Title: Office Attendant

Entity: PIA Holding Company Limited (PIAHCL)

Location: Head Office - Islamabad

Key Responsibilities

- Ensure cleanliness and upkeep of office premises, workstations, and meeting rooms.
- Serve tea/refreshments to staff and visitors.
- Handle dispatch and delivery of files, documents, and official correspondence within and outside the office.
- Assist in photocopying, scanning, and basic office tasks.
- Support administrative staff in day-to-day office operations.
- Perform any other duty assigned by the supervisor/management.

Qualifications & Experience

Education:

- Minimum Middle (preferably Matriculation).

Experience:

- Relevant experience in office support services will be preferred.

Other Requirements

- Physically fit with no impairment affecting job performance.
- Punctual, reliable, and disciplined.
- Basic understanding of office etiquette and hygiene standards.
- Police Verification/Character Certificate

Remuneration & Benefits

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