



CA  
PAKISTAN

# OPPORTUNITY TO EXCEL WITH A PRESTIGIOUS ORGANIZATION

The Institute of Chartered Accountants of Pakistan (ICAP) is established as an autonomous body under Chartered Accountants Ordinance, 1961 (the Ordinance). ICAP strives to promote professional excellence, provide best services to its stakeholders and safeguard public interest. ICAP is looking to induct bright and energetic individual for the following position.

## ASSISTANT MANAGER ADMINISTRATION - KARACHI

**Key Responsibilities:** The candidate will be responsible for overall housekeeping (managing Air Conditioning System, controlling of Electronic Panels, Security & Surveillance Systems of the buildings) maintenance of infrastructure and firefighting equipment for safety of staff. The candidate will also be required to monitor and schedule staff shifts.

**Education, Experience & Skills:** The candidate should be a bachelor's degree holder preferably in BE / BBE with minimum 3-5 years' experience of general administration. The incumbent should have excellent organizational and team management skills, ability to deal with different stakeholders and handle on spot queries. Candidates having proficiency in MS Office and good communication skills will be preferred.

Shortlisted candidates will be required to go through the Institute's selection process.

The positions offer a market competitive remuneration package depending on the candidate's profile plus benefits and a professional work environment.

The interested candidates may apply online through <http://career.icap.org.pk> latest by **December 31, 2021**.