

AN EXCITING CAREER OPPORTUNITY TO EXCEL

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, provides best services to its stakeholders and safeguard the public interest.



SENIOR OFFICER ADMINISTRATION - FAISALABAD

ICAP is looking to induct a dynamic and energetic individual for the above position which reports to the Deputy Manager, Faisalabad.

Key Responsibilities:

- Assist in the smooth conduct of ICAP examinations in coordination with the Examination Department, ensuring adherence to schedules, protocols, procedures, and standards.
- Manage the front desk by welcoming visitors, ensure relevant communications are made efficiently.
- Support the planning and organization of events, conferences, seminars, and career counseling sessions.
- Oversee the operations of the library, ensuring its functionality and availability.
- Assist with general administrative tasks such as filing, record keeping, data management, and maintaining office supplies.
- Assist in setting up and maintaining office equipment such as computers, printers, and projectors, including daily troubleshooting and perform other duties as assigned by the supervisor.

Education, Experience & Skills:

- The candidate must have Bachelor's or Master's degree in Business Administration, Management, or related field with 2-3 years of relevant working experience in administrative support.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and basic IT troubleshooting.
- Excellent communication skills with multitasking capabilities.

Shortlisted candidates will be required to go through the selection process of ICAP. The position offers a market-competitive remuneration package depending on the candidate's profile, along with benefits and a professional working environment. Please note that the employee retirement age at ICAP is 60 years.

Interested candidates may apply online through <http://career.icap.org.pk/> or share their resumes at hrd@icap.org.pk latest by February 05, 2025.