

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 - LAHORE

Key Responsibilities:

- Manage logistics for meetings, events, and various sessions.
- Assist in day-to-day petty cash activities and manage thorough record keeping of all administration related matters.
- Prepare duty rosters and schedules for administrative staff and supervise admin to support teams/departments in ensuring quality services.
- Oversee office services including maintenance, relocations, and vendor management, selection and performance tracking.
- Monitor projects for timely and within-budget completion and maintain legal documents for timely updates.
- Oversee pool vehicle maintenance, fuel tracking, and scheduling.
- Conduct site assessments for new office and library setups.

Required Education, Experience and Skills:

- The Candidate must hold a Bachelor's or Master's Degree from HEC-recognized university with at least 3-5 years of working experience in general administration and management.
- Should have excellent task and time management skills, ability to deal with different stakeholders while demonstrating problem solving and conflict management skills with immediate decision making.
- Proficiency in MS Office and good communication skills will be preferred.

Shortlisted candidates will be required to go through the selection process of ICAP. The position offers market-competitive remuneration package depending on the candidate's profile, along with benefits and a professional work environment.

Please note that the employee retirement age at ICAP is 60 years.

Interested candidates may apply online using <http://career.icap.org.pk>/or send their updated resumes via email to hrd@icap.org.pk by December 11, 2025.