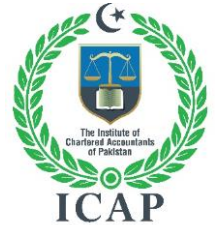


INFORMATION / FRONT DESK OFFICER - ISLAMABAD



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. ICAP is looking for an energetic and highly motivated candidate to fill the above position.

Key Responsibilities:

- The candidate shall be responsible for support the administrative functions including handling of phone calls and respond queries of ICAP Members, students and visitors; by providing appropriate information.
- Maintain the record of incoming and outgoing mail.
- Provide support to other departments for events whenever required.

Required Qualification, Experience and Skills:

- The candidate should be a bachelor's degree holder with minimum 2-3 years' experience of handling front desk and operating Private Automatic Branch Exchange (PABX).
- Must have good communication and IT skills. Must be proficient in use of MS-Office & Outlook.
- Candidates having work experience in an educational institution (college / university) will be given preference.

Eligible candidates may apply online using <http://career.icap.org.pk/> or send their updated resumes via email to hrd@icap.org.pk by July 05, 2026.