

WE'RE HIRING

MARKETING SECRETARY



QUALIFICATION

Bachelors

EXPERIENCE

1-3 Years

SALARY

Up to 80k

LOCATION

Karachi

KEY RESPONSIBILITIES

- ✓ Screening, redirecting and responding to e-mails
- ✓ Organization of international and local travel & meetings
- ✓ Preparation of PowerPoint presentations, Excel spreadsheets, PowerBI reports
- ✓ Liaison with internal customers and external contacts
- ✓ Processing expenses and invoices

Send your profiles till
February 28, 2022

