



THE PAKISTAN CREDIT RATING AGENCY LIMITED

The Pakistan Credit Rating Agency (PACRA), Pakistan's pioneer rating agency, is a prestigious, highly skilled knowledge based organization. Our clients are the banks, financial institutions, insurance & asset management companies, brokerage houses and large industrial corporate operating in almost all segments of the economy including energy, textile, fertilizer, cement, power, auto, communication, and transportation.

PACRA has lively working environment. PACRA team is relatively young mostly in their 20's. A mix of top university graduates, accountants & CFA charter holders and other subject specialists. It offers immense opportunity to individuals who wish to pursue a career in the financial sector.

PACRA is currently on the lookout for a female who can work as “ASSISTANT TO MANAGING DIRECTOR”

YOUR ROLE

The job entails a diverse range of tasks required by MD with minimal supervision. This mainly involves secretarial functions and administrative tasks. In addition, there will be certain HR responsibilities including making presentations at top universities to attract talent. The core to the role is to manage the MD office and his time. Work includes the following;

- ✓ Scheduling of weekly business calendar
- ✓ Arranging and coordinating meeting/ appointment requests, organizing events, and traveling, reservations of ticket, hotel and guest house
- ✓ Organizing and maintaining paper and electronic files, creating presentations and reports
- ✓ Maintaining personal data and accounts
- ✓ Assist in hiring

YOUR PROFILE

- ✓ Pleasant personality and smart turnout
- ✓ Posses ability to prioritize tasks given with good sense of time management
- ✓ Have good attention to detail
- ✓ Good Planner
- ✓ Capable of efficient multi-tasking under pressure and keeping your wits despite tight schedules

YOUR SKILL SET

- ✓ Excellent command over MS Office such as MS Word, Excel and Power point
- ✓ Should have excellent written and spoken English
- ✓ Highly organized

SALARY

- ✓ PKR 20,000

AGE:

- ✓ 25 years or above

If you believe that you would like to work for us, please email your **curriculum vitae** along with the covering letter including a **recent photograph**, current and, and contact details at: research@pacra.com.

PACRA is an equal opportunity employer, offers a competitive remuneration package with career advancement linked entirely to the quality and speed of output.