

# JOB VACANCY

## Consulate General of Pakistan Los Angeles seeks to recruit Admin Assistant/ Receptionist.

**Deadline July 29, 2016**

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The Consulate General of Pakistan is seeking to recruit a full time Administrative Assistant/Receptionist. Working as part of a busy team, the successful applicant will undertake different administrative chores of the consulate.

### **The successful applicant's duties will include:**

- Assist in various administrative chores of consulate. Manning of the Reception Desk of the consulate. Attending phone calls. Receiving and dispatching mail of the Consulate.
- Other duties as may be assigned from time to time

**Note:** Duties may include office job and any other tasks assigned as well as outside activities as per requirements. Sometimes, the official may have to work after normal office hours or during the weekend.

### **Qualifications:**

- Graduation
- Good customer service skills
- Good organization, communication and interpersonal skills.
- Ability to organize time or work independently, coordinate and prioritize multiple tasks to ensure that deadlines are met and assigned duties are completed in a timely manner
- Strong computer skills and proficiency in using Microsoft Office applications
- Valid California driving license
- Two references may be provided

Interested applicants should send an up-to-date CV detailing their education and experience to date, copy of their legal status documents, a color photograph and a brief covering email setting out the reasons why you think you are a good candidate for the position. Contact details are as follows:

**Address:** 10700 Santa Monica Blvd. Suite 211, Los Angeles CA-90025

**Email:** [dcg@pakconsulatela.org](mailto:dcg@pakconsulatela.org)

The deadline for receipt of applications is **29 July, 2016**

Pay package can be discussed.

More information about the Consulate and the work that we do is available at:  
[www.pakconsulatela.org](http://www.pakconsulatela.org)