



Senior Office Administrator

Private Partnership Authority (P3A), the Federal PPP Unit, is at the forefront of transforming Pakistan's infrastructure landscape through public-private partnerships. Our goal is to develop and implement sustainable projects that drive economic growth and improve the quality of life for our citizens. P3A is actively searching for a competent and dedicated Receptionist to join our team.

Interested candidates are required to submit the **online Application Form** and upload their **CV/Resume in PDF** by clicking on the "**Apply online**" link for **Senior Office Administrator**

Deadline for Submission

The deadline for submission of online Application is **April 10, 2025, 11:59 PM (PST)**.

Responsibilities

- **Front Desk Management:** Serve as the first point of contact for visitors, ensuring a professional and welcoming environment. Manage the reception area, including answering and directing phone calls, and handling inquiries.
- **Visitor Coordination:** Greet and assist visitors, manage sign-in procedures, and notify relevant staff of visitor arrivals.
- **Administrative Support:** Provide general administrative support, including managing correspondence, scheduling appointments, and maintaining office supplies.
- **Communication:** Handle incoming and outgoing communications, including emails, phone calls, and mail distribution, ensuring timely and accurate responses.
- **Documentation:** Maintain and update records, files, and databases, ensuring confidentiality and accuracy of information.
- **Meeting Coordination:** Assist in organizing meetings, including scheduling, preparing meeting rooms, and arranging refreshments when necessary.
- **Office Maintenance:** Ensure the reception and common areas are tidy and presentable at all times. Coordinate with maintenance and cleaning staff as needed.
- **Team Collaboration:** Work closely with other administrative staff and departments to ensure smooth office operations.
- **Additional Tasks:** Undertake any other tasks as assigned by the supervisor or senior management. Due to the nature of the organization, the candidate should be flexible in attending to tasks over and above those mentioned in this job description.

Minimum Eligibility Criteria

- At least a BA/Associate degree (14 years of education) or equivalent qualification from an HEC-recognized institution.
- Minimum 4 years (post fourteen (14) years qualification) of relevant experience in a receptionist or front desk role, preferably in a corporate or government environment.
- Age of a candidate shall not be more than 50 years on the date of this advertisement.

Required Skills

- **Excellent Communication Skills:** Strong verbal and written communication skills in English and Urdu, with the ability to interact professionally with visitors and staff.
- **Customer Service Orientation:** A friendly and approachable demeanor, with a focus on providing excellent customer service.
- **Organizational Skills:** Strong organizational and multitasking abilities, with the capacity to manage multiple priorities effectively.
- **Technical Proficiency:** Basic computer skills, including proficiency in Microsoft Office (Word, Excel, Outlook) and the ability to operate office equipment (e.g., printers, scanners, and phone systems).
- **Attention to Detail:** High level of accuracy and attention to detail in all tasks.
- **Professionalism:** A professional appearance and attitude, with the ability to maintain confidentiality and handle sensitive information with discretion.
- **Time Management:** Ability to work under pressure and meet deadlines in a fast-paced environment

Grounds for Application Disqualification

A candidate's inability to action any of the below will lead to disqualification of his/her application:

- Inability to complete "online Application Form and upload CV/Resume" through the Apply online link, application through any other mode will not be accepted;
- Inability to meet "Minimum Eligibility Criteria";
- Misstatement or misrepresentation of any facts in the application.



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