



VACANCY ANNOUNCEMENT

Permanent Mission of Pakistan to the United Nations in New York invites applications for the post of **Receptionist** in Chancery building on purely contractual basis for a period of **six months**.

Responsibilities and Duties:

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Update calendars and schedule meetings
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing
- Assist during Mission receptions, meetings and other official events at the Chancery building
- Set up and maintain conference area.

Qualification:

- High school diploma or equivalent
- Prior administrative or clerical experience preferred
- Proficient with Microsoft Office Suite (Word, PowerPoint, and Excel)
- Highly organized multitasker who works well in a fast-paced environment
- Excellent time management and communication skills

Conditions:

- The terms and conditions of the service shall be governed by the Policy of Government of Pakistan for the local employees as per terms of contract.
- The remuneration and other emoluments shall be given as per applicable pay scale of the Government of Pakistan

How to apply:

- Interested candidates can send their applications, CV's along with testimonials addressed to "**Administrative Officer**", Permanent Mission of Pakistan to United Nations. The same should be received within **15 days** of this advertisement.
- The Mission reserves the right to accept or reject any candidate. For enquiries/further questions if any, please call: Ph # [212-879-8600](tel:212-879-8600) Ext: 143 or Email: admin@pakun.org