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 Ext: 143 or Email: admin@pakun.org