



## Executive Assistant

<b>Name of Position</b>	Executive Assistant
<b>Office Location</b>	Karachi
<b>Qualification</b>	Masters / Bachelor's degree
<b>Experience</b>	3 to 5 Years of Experience
<b>Apply at</b>	<a href="mailto:careers@sybrid.com">careers@sybrid.com</a>
<b>Note</b>	Make sure to mention 'Job Title' in the subject line
<b>Job Description</b>	<p><b><u>Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Managing CSO (Chief Solutions Officer) calendar and set up meetings</li> <li>• Lead and Coordinate with management and all stakeholders across organization for all projects assigned by the management</li> <li>• Coordinate and work with CSO office for all projects and assignments</li> <li>• Engage with external stakeholders, partners and organizations to manage the relationship of CSO office and the organization</li> <li>• Producing reports and presentations</li> <li>• Manage information flow in a timely and accurate manner</li> </ul> <p><b><u>Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Excellent verbal and written communications skills</li> <li>• Outstanding organizational and time management skills</li> </ul>