

Administrative Assistant

Department: Administration | Location: Islamabad, Pakistan | Full Time

Salary Range: PKR 100,000 – 130,000

About the Role:

Provide administrative support to the management team.

Key Responsibilities:

- Organize meetings
- Prepare reports
- Maintain records

Required Skills:

- Administration
- MS Office
- Scheduling

Education & Qualifications:

- Bachelor's Degree

Experience:

2+ years in administration

How to Apply:

Submit application to admin@acmetalentsolutions.com by Oct 9, 2025