

Executive Assistant

Department: Executive Office | Location: Islamabad, Pakistan | Full Time

Salary Range: PKR 130,000 – 160,000

About the Role:

Provide high-level support to the executive team.

Key Responsibilities:

- Manage calendars
- Coordinate travel
- Prepare presentations

Required Skills:

- Executive Support
- MS Office
- Communication

Education & Qualifications:

- Bachelor's Degree

Experience:

3+ years in executive assistance

How to Apply:

Send CV to exec@acmetalentsolutions.com by Oct 25, 2025