

	MTI - HAYATABAD MEDICAL COMPLEX	Doc. No.	HMC-HRD-F-02
	WORKS DEPARTMENT	Version No.	00
	JOB DESCRIPTION	Date	02-05-2022

JD No.	03-WD
Job Title	Personal Assistant
Department	Works Department MTI/HMC
Reporting To	Director Works

Duties & Responsibilities	<ul style="list-style-type: none"> Maintenance of files. Keeping closing liaison with high ups Record keeping Dealing with the public.
Job Requirements / Hiring Criteria	Academic & Professional Qualifications: <ul style="list-style-type: none"> BS Computer Science
	Related Experience: <ul style="list-style-type: none"> Two years
	Skills/Competencies: <ul style="list-style-type: none"> Computer Proficiency and Strong Communication Skills
Working Environment	Working Conditions: <ul style="list-style-type: none"> Hospital
	Physical Effort: <ul style="list-style-type: none"> Excellent

	Name	Designation	Date	Signature
Prepared by	Syed Imtiaz Ullah Shah	Director Buildings & Works	04/07/2022	
Reviewed by	Dr. Faisal Shahzad	Hospital Director	04/07/2022	
Approved by	Dr. Shahzad Akbar	Medical Director	04/07/2022	

Acknowledgment:

I have read and understood my position description. I understand that these responsibilities maybe modified to meet arising needs in the department

Employee:	Date:
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