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

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

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| 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 | <p>Academic & Professional Qualifications:</p> <ul style="list-style-type: none"> BS Computer Science <p>Related Experience:</p> <ul style="list-style-type: none"> Two years <p>Skills/Competencies:</p> <ul style="list-style-type: none"> Computer Proficiency and Strong Communication Skills |
| Working Environment | <p>Working Conditions:</p> <ul style="list-style-type: none"> Hospital <p>Physical Effort:</p> <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

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| Employee: | Date: |
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