

**MTI - HAYATABAD MEDICAL COMPLEX**

Doc. No.

HMC-HRD-F-02

**HUMAN RESOURCE DEPARTMENT**

Version No.

00

**JOB DESCRIPTION**

Date

02-05-2022

<b>JD No.</b>	09-DEN
<b>Job Title</b>	Junior Clerk
<b>Department</b>	HOD Concerned
<b>Reporting To</b>	Manager HR

<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• To sort and handing out post.</li><li>• To assist in photocopying and scanning documents.</li><li>• To record and update databases.</li><li>• To assist filling of reports, documents and letters etc.</li><li>• To assist in projects of their managers.</li><li>• To maintain files and records so they remain updated and easily accessible.</li><li>• To utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.</li><li>• To perform other office duties as assigned.</li><li>• To monitor stocks of office supplies (paper clips, stationary etc) and report when there are shortages.</li><li>• To assist in office management and organization procedures.</li><li>• To undertake basic bookkeeping tasks and issues invoices, checks etc.</li></ul>
	<b>Academic &amp; Professional Qualifications:</b> <b>a)</b> 01 <sup>st</sup> Class Intermediate School Certificate from recognized Board. <b>b)</b> DIT from Technical Board or its equivalents. <b>c)</b> A Computer Typing speed 30 words Per Minute.
<b>Job Requirements / Hiring Criteria</b>	<b>Related Experience:</b> <ul style="list-style-type: none"><li>• Relevant experience will be preferred.</li></ul> <b>Skills/Competencies:</b> <ul style="list-style-type: none"><li>• Basic administrative skills, including data entry, record-keeping, and filing, with proficiency in Microsoft Office, attention to detail, organizational abilities, and effective communication and customer service skills.</li></ul>
<b>Working Environment</b>	<b>Working Conditions:</b> <ul style="list-style-type: none"><li>• Typically work in an office environment, sitting for long periods, with moderate noise levels, and minimal physical demands, requiring focus and concentration on tasks.</li></ul> <b>Physical Effort:</b> <ul style="list-style-type: none"><li>• Minimal physical effort, involving sitting, typing, and occasional walking, with rare lifting, bending, or stretching, and primarily engaging in mentally demanding tasks requiring concentration and attention to detail.</li></ul>

	Name	Designation	Date	Signature
<b>Prepared by</b>	Dr. Yasir Rehman	Asst Prof	07/04/2024	
<b>Reviewed by</b>	Dr. Zahid Qayyum	Assoc Prof	07/04/2025	

**MTI - HAYATABAD MEDICAL COMPLEX**

Doc. No.

HMC-HRD-F-02

**HUMAN RESOURCE DEPARTMENT**

Version No.

00

**JOB DESCRIPTION**

Date

02-05-2022

**Approved by**

Dr. Shehzad Akbar

Prof/MD

07/04/2025

**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: