



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

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

Duties & Responsibilities	<ul style="list-style-type: none"> To sort and handing out post. To assist in photocopying and scanning documents. To record and update databases. To assist filling of reports, documents and letters etc. To assist in projects of their managers. To maintain files and records so they remain updated and easily accessible. To utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc. To perform other office duties as assigned. To monitor stocks of office supplies (paper clips, stationary etc) and report when there are shortages. To assist in office management and organization procedures. To undertake basic bookkeeping tasks and issues invoices, checks etc.
Job Requirements / Hiring Criteria	Academic & Professional Qualifications: <ol style="list-style-type: none"> 01st Class Intermediate School Certificate from recognized Board. DIT from Technical Board or its equivalents. A Computer Typing speed 30 words Per Minute.
	Related Experience: <ul style="list-style-type: none"> Relevant experience will be preferred.
	Skills/Competencies: <ul style="list-style-type: none"> 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.
Working Environment	Working Conditions: <ul style="list-style-type: none"> Typically work in an office environment, sitting for long periods, with moderate noise levels, and minimal physical demands, requiring focus and concentration on tasks.
	Physical Effort: <ul style="list-style-type: none"> 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.

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

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Approved by	Dr. Shehzad Akbar	Prof/MD	07/04/2025	
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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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