



Export-Import Bank of Pakistan (“EXIM Bank”) is set up by the Government of Pakistan, as Pakistan’s official Export Credit Agency, to support inter-alia the growth of exports and to undertake import substitution projects.
EXIM Bank is looking for:

Grade:
Up to M5

Job:
Executive Assistant

Department:
C.E.O. & President’s Office

Job Location:
Islamabad

Qualification: Minimum of Bachelor’s in Finance, Business Administration or other business related fields from a university recognised by the Higher Education Commission (H.E.C.).

Experience: Minimum 5 years of related work experience, preferably in corporate banking, financial institutions or trade financing sectors.

Key Responsibilities:

- Handling of external and internal mail (letters, office notes, etc.) for the President.
- Managing, populating and updating the President’s calendar while keeping him informed.
- Correspondence with internal & external personnel on behalf of the President’s Office.
- Coordination with MAN-COM and arrangement of their meetings.
- Coordination for and arrangement of Board Meetings.
- Travel and lodging arrangements for and on behalf of the President.
- Handling of external and internal telephone calls for the President and the President’s Office.
- Support in administration & organisation of meetings to be attended by President.
- Receiving documents for sign-offs on behalf of the President and returning/forwarding the same to the concerned after.
- Responsible for maintaining confidential, official and personal documents and operating an effective message service for Team.
- To carry out confidential correspondence, memos, and minutes, etc.
- Ensuring the President’s day is productive and time well managed, with reasonable breathing spaces.
- To provide all secretarial support to the President.
- Any other task assigned by the President.

Core Competence:

- Presentable.

- Good interpersonal skills, focus and networking skills.
- Ability to work under pressure and multi-task.
- Excellent time management skills which are translated on to the President's calendar as well.
- Strong and confident team player, self-motivated, and passionate about the vision and mission of the bank, and deep desire to contribute to the overall success of EXIM Bank's mandate.
- Ability to provide executive support in a one-on-one relationship and completion of a broad variety of administrative/support tasks that facilitate the C.E.O.'s ability to effectively lead.
- Good computer literacy and inclination towards automation.
- Ability to work independently and create goals and vision for delivery in ambiguous, difficult or new situations.
- Excellent team player and able to take up challenges.

Communication: Excellent written and verbal communication skills are mandatory.

- If you possess the credentials in seeking, we want to hear from you. Apply through <https://njp.gov.pk> (preferably)
'OR'
send us your Curriculum Vitae(C.V.)/Resume accompanied by a compelling cover letter that demonstrates your ability to excel in this role and contributing to our groundbreaking initiative set to launch this July. Share your unique qualities & skills which make you a perfect fit for our pioneering team shaping the future of Pakistan's economic growth through international trade.
Mailing address: Head H.R., Export-Import Bank of Pakistan, 5th Floor, Evacuee Trust Complex, Agha Khan Road, F-5/1, Islamabad.
- Deadline for the applications submission is **25th of September, 2023.**
- EXIM Bank reserves the right to reject any/all application(s) without assigning any reason whatsoever.
- Females and differently-abled persons meeting the mentioned qualifications & experience are encouraged to apply.
- Only candidates shortlisted for interviews will be contacted.