

JOIN THE PIONEERS

Your Career Highlight!

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:

Job:	Executive Manager
Department:	C.E.O. & President’s Office
Job Location(s):	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 relevant work experience, preferably in corporate banking, financial institutions or trade financing sectors.
Key Responsibilities:	<ul style="list-style-type: none"> ▷ 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 the 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 should translate 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.
- ▷ Excellent written and oral communication skills in English and Urdu are mandatory.

APPLY NOW!

If you possess the credentials in seeking, we want to hear from you.

- ▷ Apply through <https://njp.gov.pk>
- OR
- ▷ send us your Curriculum Vitae (C.V.)/Resume at the **Mailing address:**
Head of H.R., Export-Import Bank of Pakistan (EXIM Bank), 5th Floor, Evacuee Trust Complex, Agha Khan Road, F-5/1, Islamabad.
- ▷ Deadline for submission of applications is **23rd of January, 2024.**
- ▷ EXIM Bank reserves the right to reject any/all application(s) without assigning any reason whatsoever.
- ▷ EXIM Bank reserves the right to relocate employees from time to time.
- ▷ EXIM Bank reserves the right to consider your application for any position in this advertisement, in addition to the one applied for, as it deems fit and subject to eligibility.
- ▷ Females and differently-abled persons meeting the mentioned qualifications & experience are encouraged to apply.
- ▷ Only candidates shortlisted for interviews will be contacted.

www.eximbank.gov.pk

Contributing Towards a Positive Trade Balance.

مثبت تجارتی توازن، مضبوط پاکستان