



WE'RE HIRING!

Officer / Associate Executive Affairs

Department: CEO Secretariat

Location: Karachi

Education: Bachelors/Masters in Business Administration/Social Sciences/Journalism/Mass Communication

from any HEC-recognized university

Experience: 02 – 04 years in relevant field

Deadline: April 14, 2025

Apply at: careers@1link.net.pk

Female candidates are encouraged to apply.



Title: Officer / Associate – Executive Affairs



Job Role & Requirements:

- Managing executive schedules, meetings, and travel arrangements.
- Preparing and distributing meeting agendas, minutes, and reports.
- Handling incoming and outgoing correspondence, including emails and calls.
- Maintaining confidential files, records, and documentation.
- Ensuring efficient filing and retrieval systems for easy access.
- Coordinating executive and board meetings, including logistics and follow-ups.
- Drafting and proofreading reports, presentations, and official documents.
- Serving as a liaison between executives, departments, and external stakeholders.
- Assisting in planning and executing special projects and initiatives.
- Conducting research and gathering information for various tasks.
- Overseeing office operations, including supply management and budgeting.
- Implementing and maintaining office policies and procedures.

At 1LINK we believe in equal opportunity & inclusivity for all. We encourage our employees to live a healthy life & work to the best of their potential. For employees to give their best, we offer:

- ① *Modular working options such as flexi-hours*
- ① *Continuous training and development*
- ① *Quarterly bonuses*
- ① *Heavily subsidized lunch and club facilities*
- ① *Employee educational support*
- ① *Performance bonuses*
- ① *Carpool incentive*
- ① *On premises gym facility*
- ① *In-person/online doctor consultation facility*

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