1LINK

WE ARE HIRING!

Associate / Officer – IT Coordinator

REQUIREMENTS

Education: Minimum Bachelors from an HEC-recognized university

Experience: 02-04 years

Department: Information Technology

Location: Karachi

Female candidates are encouraged to apply.

APPLY NOW

Deadline:
Jan 09, 2026

Apply at:
careers@1link.net.pk

Associate / Officer – IT Coordinator

JOB ROLE & REQUIREMENTS:

- Provide administrative and coordination support to the COO, including scheduling meetings, managing correspondence, and tracking action items.
- Coordinate with IT, Risk, Compliance, HR, and other relevant departments to collect information, follow up on requests, and ensure timely completion of governance-related tasks.
- Maintain and update MIS reports, dashboards, and trackers related to IT governance, policies, audits, and compliance activities.
- Assist in documentation, filing, and version control of IT policies, procedures, and governance records.
- Support preparation of presentations, reports, and meeting materials, ensuring accuracy and timely submission.

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:

- Continuous training and development
- Quarterly bonuses
- Subsidized lunch
- Carpool incentive
- Employee educational support
- On-premises gym facility
- Performance bonuses
- Club facility
- In-person/online doctor consultation facility