

## Job Announcement

Position title: **Executive Assistant, CEO**

Qualification: **Bachelor's degree in Business Administration or Management Science**

Start date: **As soon as possible**

Minimum commitment: **One year**

Location: **29-P, Gulberg II, Lahore, Pakistan**

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### About CERP

The Centre for Economic Research in Pakistan, or CERP, is a leading independent nonpartisan policy institution focused on improving decision making in Pakistan through evidence-informed research, engaging with policy counterparts with real policy challenges and designing and advising on high impact reforms based on data. At CERP, we also deploy cutting edge pedagogy tailored for Pakistan and provide data insights to the private sector on product and process design.

### Job Description and Responsibilities

CERP is looking for an Executive Assistant, CEO who will report to the Associate Director, Operations.

- Assists the President/CEO with daily administrative duties and completes a broad variety of tasks that include managing an active calendar of appointments; completing expense reports; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agendas and scheduling meetings
- Communicates with the general staff on the President/CEO's behalf and coordinates logistics for high-level meetings both internally and externally
- Supports President/CEO in his/her external commitments including service on external boards, committees and other groups
- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)

## Job Requirements

- Bachelor's degree in Business Administration or Management Science
- Relevant work experience, post-qualification experience will be preferred
- Strong organisational skills that reflect ability to perform and prioritise multiple tasks seamlessly with excellent attention to detail
- Strong communication skills:
  - Command on English writing, with attention to detail
  - Interpersonal skills
  - People management skills
- Well-organised with strong follow-up skills
- Ability to set goals and meet deadlines
- Proven trustworthiness in handling highly sensitive and/or confidential data.
- Applied knowledge of MS Office (especially Excel) and basic Internet-based research;

## How to Apply

Interested candidates should fill out this [online form](#) and additionally submit a CV, cover letter, transcripts and the names and contact information of three references (academic or professional) to [careers@cerp.org.pk](mailto:careers@cerp.org.pk) with the following subject line: “**CERP Executive Assistant, CEO**”.

## Deadline for submission of applications:

Applications will be considered on a rolling basis. Only successful candidates will be contacted regarding further steps in the application process.