

# Career Opportunities

## Quality Enhancement Cell - UCP

S.#	Position	Qualification	Experience
1	<b>Office Assistant</b>	Bachelors 16 Years of Education.	Experience in Office Management will be preferred

### Responsibilities:

- An incumbent is expected to:
- Handling incoming calls and other communications.
- Managing filing system & Recording information as needed.
- Greeting visitors as needed.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Coordinating with the department and events as necessary.
- Maintaining supply inventory & office equipment as needed.
- Creating, maintaining, and entering information into databases.
- Any other duties assigned by the Office.

### Skills Required:

- Ability to work well under limited supervision.
- Great communication skills and experience as an office assistant or in related field
- MS Office is amust.

Application form can be downloaded from UCP website. Applications on the prescribed form along with complete CV, can be emailed at [hr@ucp.edu.pk](mailto:hr@ucp.edu.pk) latest by **January 21, 2019**.

Please attach copies of educational documents, experience certificates and research papers (if any) along with the Application Form duly filled in.

**SALARY:**  
Highly Competitive salary package depending on qualifications and experience along with other benefits will be offered.

Registrar

**University of Central Punjab, Lahore**

1-Khayaban-e-Jinnah, Johar Town Lahore, Pakistan.

Tel: +92-42-35880007 Ext: 568

Fax: +92-42-35954892

Email: [hr@ucp.edu.pk](mailto:hr@ucp.edu.pk), Website: [www.ucp.edu.pk](http://www.ucp.edu.pk)