

JOB SPECIFICATION FOR THE POST OF “EXECUTIVE SECRETARY”

Industry:	Hospital Services (Private) Limited
Total Position available:	01
Career Level:	Middle Management Level
Job Type:	Permanent
Duty:	8 hours duty (Morning)
Department:	Administration
Gender:	Male/ Female
Age:	Less than 30 Years
Education:	Min Graduate or Master
Experience:	1-2 year Experience
Salary Range	Negotiable
Job Posting Date:	13 th December 2019
Last Date to Apply:	13 th January 2020

Please send your resume to following email address:

career@omihospital.com

hr@omihospital.com

Human Resource Department

OMI Hospital (Pvt.) Ltd