



Islamabad Campus

Discovering Knowledge

STAFF REQUIRED

Bahria University invites applications for the appointment of following staff at Bahria University Islamabad Campus.

S.NO.	Department	Qualification	Job requirements	Experience	Age
a.	Facility Coordinator	Associate's or bachelor's degree in related field.	<ul style="list-style-type: none">• Excellent interpersonal, written and verbal communication skills.• Organized with the ability to prioritize and multi-task• Reliable with patience and professionalism• Outstanding knowledge of MS Office, basic graphics designing, Social Media• Able to contribute positively as part of a team, helping out with various tasks as required.• Knowledge of basic office management systems and procedures	as a coordinator or in related field.	Not more than 40 Years
b.	Clerk	FA/FSc or equivalent	Good Typing Speed on computer	02 Years as Typist	Not more than 40 Years

Category: 5/4

NOTE:

1. Please visit our website www.bahria.edu.pk/jobs to download the Application Form.
2. Brief CVs (Maximum two pages) along with application form (Hard Copy) and copy of CNIC are to reach till **10 Jan 2021**.
3. Only short-listed candidates, meeting the requirement of the post shall be called for test/interview.

COMMANDER UMRAN ASHRAF MIRZA (Retd) PN

Deputy Director Human Resources

Bahria University E-8 Shangrilla Road Islamabad

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