

## **ToRs**

A company setup under Section 42 of the Companies Ordinance, 1984 is looking for experienced & dynamic individual for following position on contract basis, based in Islamabad:

### **POST:**

**Coordination Officer (01)**

### **Qualification:**

- Law Graduate or Masters degree in Business Administration

### **Experience:**

- 6 Months work experience

### **DESCRIPTION OF RESPONSIBILITIES.**

- Keeping Track of all Delayed Documentation and Information from Internal and external Stakeholders.
- Provisioning of requisite information/data to Internal and External auditors
- Supporting CFO and CLO's office, and other functions within the assigned deadlines
- To ensure correspondence documents are scanned and filed properly
- To generate ERP reports
- To follow up on payments in ERP
- To follow up on finalization of contracts, LOIs, LOAs, bank guarantees etc.
- Scheduling CFO and CLO meetings/appointments
- Entering data into Oracle ERP

**Maximum Age Limit : 30 Years**