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## Job Description – Admin & Finance (Intern)

***This vacancy is required to be filled on urgent basis and CVs will be reviewed and candidate will be selected on rolling basis.***

<b>Minimum Educational Qualification:</b>	Bachelors or equivalent (Result awaited students can also apply)
<b>Experience:</b>	<b>Fresh graduate</b>
<b>Location:</b>	Islamabad
<b>Gender:</b>	<b>We are equal opportunity provider</b>
<b>Salary:</b>	Between PKR 25,000 to 30,000/month
<b>Positions:</b>	<b>One (01)</b>

### **Responsibilities/expectations of Admin & Finance (Intern) are:**

- Assist in preparation of procurement documents i.e. Purchase requisition, goods received note, material issue note, zero draft of contracts etc.
- Obtaining quotations from the vendors.
- Assist admin department in coordination with the vendors.
- Assist in activity planning and its logistical arrangement.
- Assist in filing & sorting of vouchers.
- Assist in verification of invoices
- Assist in coordination with banks and preparation of bank reconciliation.
- Assist in maintaining inventory of stationery, consumables etc.
- Assist in preparation and filing of HR documents.
- Assist in maintaining leave record of the employees.
- Assist in preparation of summary of monthly fuel expense, communication and other expenses etc.
- Any other task assigned by the supervisors.

**Please send your CV at [hope87.jobs@gmail.com](mailto:hope87.jobs@gmail.com) by Friday January 28, 2022 not later than 11:00 AM PST. Please mention job title in the subject line.**