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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.

Minimum Educational Qualification:	BBA (Finance)/M. Com or equivalent
Experience:	Fresh graduate or maximum of 1-year experience
Location:	Islamabad
Gender:	We are equal opportunity provider
Salary:	Between PKR 25,000 to 35,000/month
Positions:	One (01)

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

- Assist in coordination with partners and regular follow up of documentation with them regarding co-contribution.
- Assist in review and filing of partners' invoices and reports
- Obtaining quotations from the vendors.
- Coordination with the vendors.
- Assist in preparation of procurement documents i.e. Purchase requisition, goods received note, tender documents etc.
- Assist in activity planning and its logistical arrangement.
- Assist in filing & sorting of vouchers.
- Assist in preparation of bank reconciliation.
- Assist in maintaining inventory of stationery 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 by 3rd February, 2020 (Monday) not later than 11:00 AM PST. Please mention job title in the subject line.