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Deloitte Pakistan is looking for a presentable candidate to fill following position on immediate basis, at Multan office.

Information Desk Assistant

Location: **Multan**

Engaging tasks await you to

- To handle telephone exchange and manage all incoming and outgoing calls.
- To manage clients contact database.
- Good Telephone etiquette.
- Any secretarial work to be assigned by Management.

You possess following skills and experience

- Age between 20 years to 30 years
- 2 ~ 3 years of experience in the same field.
- At least Graduate level education.
- Should be fluent in Urdu and English

Get in touch

Apply in confidence by sharing your updated profile to pkhumancapital@deloitte.com no later than May 15, 2017 with "Information Desk Assistant—Multan" in the subject line.

We will be happy to welcome your queries at: **+92 (21) 3454 6494—7 Ext. 409**

Deloitte Yousuf Adil, Chartered Accountants is an equal opportunity employer.