

## JOB DESCRIPTIONS FOR GUJRANWALA WASTE MANAGEMENT COMPANY

Designation	Eligibility Criteria
Executive Secretary to Managing Director	<p><b>Qualification:</b> Minimum sixteen (16) Years education in Business Administration or Social Sciences from a well reputed HEC recognized University.</p> <p><b>Experience and Expertise:</b> Minimum 7 (Seven) years of experience as an executive assistant role and having ability to perform essential job duties assigned by the Managing director.</p> <p><b>Upper Age Limit:</b> Maximum 45 years</p>