



## **CAREER OPENING**

# **Administrative Officer**

The Indus Valley School of Art and Architecture (IVS) is a premier, degree awarding institution in Karachi, Pakistan that provides education in art, design and architecture. IVS invites applications from eligible candidates for the position of Administrative Officer.

The Officer is responsible for providing support in the day-to-day administrative functions of the School and to look after key areas of operation to ensure their smooth running. This also requires active communication with different departments to answer queries and resolve administrative issues.

Applicants must possess a bachelor's degree in business administration or allied fields. Prior work experience of 1-3 years is necessary, with preference given to experience in educational institutions.

### **To Apply:**

Applications should include a cover letter and a detailed CV, and should be submitted electronically at [hr@ivs.edu.pk](mailto:hr@ivs.edu.pk) with the position mentioned in the subject line.

Only shortlisted candidates will be invited for interviews.