



## Job Description & Job Specification

<b>Job Title:</b> Assistant Manager	<b>Team:</b> N/A
<b>Department:</b> Strategic Business	<b>Location:</b> Head Office, Rawalpindi
<b>Job Level:</b> Entry Level	<b>Nature of Job:</b> Desk Job
<b>Category:</b> Full Time Employment	<b>No. of Positions:</b> 2
<b>Gender Preference:</b> No Preference	<b>Remuneration:</b> Market Competitive

**Last Date to Apply: March 07, 2026**

### **Job Summary:**

We are looking for a qualified resource to be engaged in our Strategic Business Department who would be responsible for coordinating routine administrative processes to ensure efficiency, accuracy, and compliance with company policies. This role supports management by streamlining workflows, maintaining records, and ensuring smooth coordination with internal and external clients.

### **Key Responsibilities:**

- Management of daily administrative processes.
- Ensuring accurate documentation
- Coordination with internal teams and customers.
- Management of efficient workflow.
- Delivering of timely support to customers.

### **Job Specification:**

#### **Education Qualification:**

- Bachelor's or Master's Degree in Business Administration.

#### **Relevant Experience:**

- Fresh or up to 2 years of relevant experience.

#### **Essential Skills:**

- Effective Client communication and coordination
- Ability to manage multiple tasks and meet deadlines
- Proficiency in MS Office and Insurance Management System

Interested candidates please drop your CVs at [teamhr@agico.com.pk](mailto:teamhr@agico.com.pk) by **March 07, 2026**. Please mention position title in email subject.