

## **OVERSEAS PAKISTANIS FOUNDATION**

### **INTERNSHIP OPPORTUNITY**

**OPF invites applications from energetic young graduates for internship opportunity at Reception Desk, Overseas Pakistanis Foundation (OPF), Islamabad.**

#### **Intern for Front Desk/ Reception**

<b>Requirements</b>	<b>Skills Required</b>
<ul style="list-style-type: none"><li>• <b>Qualification:</b> Graduate (14 years of education)</li><li>• <b>Maximum Age Limit:</b> 30 years</li><li>• <b>Duration:</b> 6 months (extendable)</li><li>• <b>Location:</b> Reception Desk, OPF Head Office, Islamabad.</li><li>• <b>Gender:</b> Female</li><li>• <b>Position:</b> 01</li></ul>	<ul style="list-style-type: none"><li>• Pleasant personality with excellent communication skills</li><li>• Ability to converse in English and Urdu is essential</li><li>• Excellent etiquette with mature and pleasant attributes</li></ul>

#### **Benefits Offered**

- A handsome monthly stipend
- Conducive Learning Environment
- Internship Completion Certificate

**If interested, send your resume at [career@opf.org.pk](mailto:career@opf.org.pk) by 02.02.2023**

#### **Note:**

- Those who have already completed one year internship at OPF are not eligible to apply again for the internship.
- Only resident of Islamabad and Rawalpindi will be called for interview.
- Please mention "Internship at Reception Desk" in email subject line.