

**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**

**Requirements**

- **Qualification:** Graduate (14 years of education)
- **Maximum Age Limit:** 30 years
- **Duration:** 6 months (extendable)
- **Location:** Reception Desk, OPF Head Office, Islamabad.
- **Gender:** Female
- **Position:** 02

**Skills Required**

- Pleasant personality with excellent communication skills
- Ability to converse in English and Urdu is essential
- Excellent etiquette with mature and pleasant attributes

**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 26.03.2023**

**Note:**

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