



## **Admin and Support Officer (Pakistan-based)**

**for**

Cambridge College of Management and Studies (UK):

**Location:** Remote (Home Based)

**Salary:** PKR 50,000 – 60,000 + Bonus

**Full-time:** 40 hours/week (UK 9AM–5PM)

We are seeking a proactive Remote Support Officer to assist our UK-based team with administration, student communication, and daily operational tasks.

### **Key Requirements:**

- Master's degree in Business, English, or related field.
- Excellent spoken and written English (near-native fluency).
- Strong organisational and communication skills.
- Ability to work UK hours (9AM–5PM).
- Experience in admin or academic support roles preferred.

### **Benefits:**

- PKR 50,000 – 60,000 per month + performance bonus.
- Full training will be provided to the right candidate.
- Work from home with a UK higher education provider.
- Professional development and career growth.

Full Job Description can be found at <https://ccmsedu.co.uk/working-with-us/>

- Apply by sending your CV and cover letter to [hr@ccmsedu.co.uk](mailto:hr@ccmsedu.co.uk)
- Application Deadline: 20 November 2025