

Admin & Accounts Manager

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Company: Genesis Solutions Pvt Ltd.

Location: Islamabad

Category: other-general

Admin & Accounts Manager Genesis Solutions Pvt Ltd., Pakistan Need admin and accounts assistant for an engineering firm based in tarnol Rawalpindi. Following job description:Manage day to day admin related tasksLeave and attendance record maintenancePayment follow up and vendor coordinationInterested candidates kindly send CV's now.Out of station candidates are encouraged. Accomodations will provided. Salary package 30-40k + accomodationJob SpecificationAs mentioned in description.Bank related task management.Good people management and conflict management skills Electrical/Electronic Manufacturing - Rawalpindi, Pakistan

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