

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 tasks

Leave and attendance record maintenance

Payment follow up and vendor coordination

Interested candidates kindly send CV's now.

Out of station candidates are encouraged. Accomodations will provided. Salary package

30-40k + accomodation

Job Specification As mentioned in description.

Bank related task management.

Good people management and conflict management skills

Electrical/Electronic Manufacturing - Rawalpindi, Pakistan#J-18808-Ljbffr

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