

Admin Manager

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Company: Collabrain

Location: , , Pakistan

Category: other-general

Job DescriptionManaging Support Staff Duties (Drivers/Garnders/Painters etc.)Staff/Workers Mess affairs and its support staff and Make alternative arrangements ready in case of immediate shift (i.e. Contaractors for Cooking etc.)Manage Existing Housekeeping staff as per organization's requirement and Keep Alternative Arrangements ready in case of immediate shiftOfficial vehicles logbooks and their timely repair and maintenance from approved/recommended workshopsSales of scarp as per defined SOPVarious support/maintenance activities of staff residencesVarious agreements/Licenses renewal (i.e. Rent, Mess, Janitorial Services, Transport etc.)Aarrangements for In-House/Out Door Organizational Events (Occasional/Annual etc.)Liaison with Govt. DepartmentsSupport HR Department for the implementation of all policies on the floor regarding disciplineAny other occasional assignment by the CEO/DirectorRequired SkillsAdministrationWorking Hours: MORNING SHIFTQualification Required: BUSINESS ADMINISTRATION

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