

## Admin Manager

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Company: Samsons Group

Location: , , Pakistan

Category: other-general

Plan, coordinate and manage all administrative procedures and systems running in the overall company. Allocate responsibilities and office space to the workers and the employees working in the company. Assess staff performance and work adequately to improve their working. Provide coaching and guidance to ensure maximum efficiency. Ensure the smooth and adequate flow of information within the company. Manage schedules and deadlines of the tasks. Identify process bottlenecks and resolve them administratively. Offer solutions for improvement in the administrative domain for the company. Monitor costs and expenses to assist in budget preparation for the company. Oversee facilities services and maintenance that are being offered by the company to the staff and the employees. Organize and supervise other office activities. Adhere to policies and regulations to maintain good environment. Keep abreast with all organizational changes and business developments ..

#J-18808-Ljbffr

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