

## Admin Manager

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Company: 92 News HD

Location: Lahore

Category: other-general

Plan and coordinate administrative procedures and systems and devise ways to streamline processes

Ensure the smooth and adequate flow of information within the company to facilitate other business operations  
Manage schedules and deadlines

Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints

Monitor costs and expenses to assist in budget preparation

Oversee facilities services, maintenance activities and trades persons (e.g electricians)

Organize and supervise other office activities (recycling, renovations, event planning etc.)

Ensure operations adhere to policies and regulations

Keep abreast with all organizational changes and business developments

Job Specification  
Proven experience as administration manager

An analytical mind with problem-solving skills

A team player with leadership skills

92 News HD is Pakistan's first HD Channel. It has 24 hours transmission with 24

Headlines, 8 News Bulletins, Current Affair, Crime Shows & Religious programs. 92 News

HD has state of the art technology and has the honor to introduce Hologram Tech

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