

Admin Manager (Retired Armed Force)

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Location: Lahore

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Job Description

Position Title: Administrative Manager (Retired Armed Forces)

Job Summary:

The Administrative Manager, with a background in the armed forces, is responsible for coordinating and managing administrative tasks to support the efficient operation of the organization. This role requires strong leadership, organizational, and communication skills, as well as the ability to adapt to changing priorities and situations.

Key Responsibilities:

Administrative Oversight: Provide leadership and direction to administrative staff, ensuring the smooth operation of all administrative functions.

Personnel Management: Supervise administrative personnel, including hiring, training, performance evaluation, and disciplinary actions as necessary.

Resource Management: Manage resources effectively, including budgeting, procurement, and allocation of supplies and equipment.

Policy Implementation: Implement and enforce organizational policies and procedures related to administrative functions, ensuring compliance with regulations and standards.

Facilities Management: Oversee facilities maintenance, including office space, equipment, and security systems.

Communication: Facilitate communication within the organization and with external stakeholders, ensuring timely and accurate dissemination of information.

Records Management Develop and maintain systems for managing organizational records, ensuring confidentiality, accuracy, and compliance with regulatory requirements.

Event Coordination Coordinate meetings, events, and other activities as required, including scheduling, logistics, and coordination with participants.

Problem Solving: Identify and address issues and challenges related to administrative operations, developing and implementing solutions as needed.

Continuous Improvement: Identify opportunities for process improvement and efficiency gains, implementing best practices and innovative solutions.

Requirements

Qualifications:

Military Experience Significant experience in the armed forces, preferably in administrative or managerial roles.

Leadership Skills Strong leadership and management skills, with the ability to motivate and inspire staff to achieve organizational goals.

Organizational Skills: Excellent organizational skills, with the ability to prioritize tasks, manage multiple projects, and meet deadlines.

Communication Skills Effective written and verbal communication skills, with the ability to communicate clearly and concisely with diverse stakeholders.

Problem-Solving Skills: Strong analytical and problem-solving skills, with the ability to identify issues, evaluate options, and implement solutions.

Attention to Detail Meticulous attention to detail, with a focus on accuracy and precision in all aspects of work.

Computer Skills: Proficiency in Microsoft Office Suite and other relevant software applications.

Adaptability: Ability to adapt to changing priorities and situations, with a flexible and positive attitude.

Ethical Conduct: Commitment to upholding ethical standards and integrity in all aspects of work.

Fraud Detection: Monitor transactions, accounts, and activities to identify patterns and indicators of fraudulent behavior. Utilize data analysis tools and fraud detection systems to proactively identify potential scams and fraudulent activities.

Investigation: Conduct thorough investigations into suspected fraudulent activities, gathering evidence, analyzing information, and documenting findings. Collaborate with law enforcement agencies, financial institutions, and other partners as needed to investigate and prosecute fraudsters.

Risk Assessment: Assess the organization's vulnerability to fraud and scams by evaluating existing processes, systems, and controls. Identify weaknesses and recommend improvements to mitigate risks and strengthen fraud prevention measures.

Education:

A bachelor's degree in business administration, management, or a related field is typically required. Additional certifications or training in relevant areas may be beneficial.

Experience:

Previous experience in administrative or managerial roles, preferably in a military or defense-related context, is highly desirable.

Conclusion:

The Administrative Manager plays a critical role in supporting the efficient operation of the organization, leveraging their military experience and administrative expertise to ensure the success of the mission.

Location Lahore model town 4k block commercial area.

Job Type: Full-time

Benefits

- Competitive salary package.
- Opportunities for career growth and advancement.
- A collaborative and supportive work environment.
- Training and development opportunities.

Requirements

Qualifications: **Military Experience:** Significant experience in the armed forces, preferably in administrative or managerial roles. **Leadership Skills:** Strong leadership and management skills, with the ability to motivate and inspire staff to achieve organizational goals.

Organizational Skills: Excellent organizational skills, with the ability to prioritize tasks, manage multiple projects, and meet deadlines. **Communication Skills:** Effective written and verbal communication skills, with the ability to communicate clearly and concisely with diverse stakeholders. **Problem-Solving Skills:** Strong analytical and problem-solving skills, with the ability to identify issues, evaluate options, and implement solutions. **Attention to Detail:** Meticulous attention to detail, with a focus on accuracy and precision in all aspects of work.

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