

## Admin Manager/ Shift Incharge

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Company: Shams

Location: Karachi

Category: other-general

Candidate will be responsible for:· Align the organizational activities in priority order to ensure that organization financial resources are utilized in the optimized manner,· Running meetings, creating and maintaining timelines, and keeping large, diverse groups informed of progress and obstacles.· Review and improve existing Admin Policies and Procedures to bring more productivity.· Provide overall administrative support and coordination to various departments · Willing to take responsibilities and get the work done in timely fashion.·

Responsible for general office management including purchasing, repairs and maintenance ·

Act as an interface between top management and various external or internal affairs.· Organizing events

Job SpecificationCandidate should posses:· Masters degree from a well-reputed institute (degree in Business administration will be additional)· Minimum of 4 years of relevant experience· Strong time and project management skills· Good multitasking skills including ability to prioritize· Excellent interpersonal and communication skills and proven ability to work effectively with all organizational levels.· Proficiency in written and spoken English is a must· Should posses a disciplined and organized personality· High level of proficiency in MS-Office· Dedicated work attitude shall be important criteria for selection.

Information Technology and Services - Karachi, Pakistan

About UsShams Software Services (SSS) Pvt. Ltd. is a leading Software Development and Business Process Outsourcing companybased in Karachi, Pakistan. Established in

December 2004,SSS is part of a family of companies all dedicated to healthcare software

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