

Admin / Office Manager

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Company: Collabrain

Location: , , Pakistan

Category: other-general

Job Description Scheduling meetings and appointments within the office Organizing the office layout and ordering stationery and equipment Maintaining the office condition and arranging necessary repairs Partner with HR to update and maintain office policies as necessary Organize office operations and procedures Coordinate with IT department on all office equipment Ensure that all items are invoiced and paid on time Manage contract and price negotiations with office vendors, service providers and office lease Provide general support to visitors. Provide general support to visitors Assist in the onboarding process for new hires Address employees queries regarding office management & services Performing duties when needed. Required Skills Administration Working Hours: MORNING

SHIFT Qualification Required: BUSINESS ADMINISTRATION Experience Required: 1

YEAR Detail Address: GULBERG 3, LAHORE, PAKISTAN

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