

Administration Manager

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Company: Pakson International Plastic Industries (Pvt) Ltd - BOSS

Location: Gujranwala Division

Category: other-general

Job Description
Job Description: Administration Manager at Pakson International Plastic Industries Pvt. Ltd.
About Company:

Pakson International Plastic Industries Pvt. Ltd. is a leading furniture manufacturer based in Gujranwala, Pakistan. With a vision to revolutionize the furniture industry, we specialize in the production of high-quality plastic furniture for both residential and commercial use. Established in 1991, Pakson International Plastic Industries has grown to become one of the most trusted and reliable furniture manufacturers in Pakistan. Our commitment to providing innovative, durable, and stylish furniture sets us apart.

Responsibilities:

1. Oversee and manage administrative operations, ensuring efficient and smooth workflow.
2. Develop and implement administrative policies, procedures, and systems for the organization.
3. Coordinate and supervise day-to-day activities of the administrative team.
4. Handle facility management, including maintenance, repairs, and security.
5. Manage office supplies, inventory, and procurement of necessary equipment.
6. Support HR functions, such as recruitment, training, and performance evaluations.
7. Maintain records, prepare reports, and assist in budget planning and control.
8. Develop and maintain vendor relationships, negotiate contracts, and handle disputes.
9. Ensure compliance with regulatory requirements and company policies.
10. Provide assistance and support to senior management as required.

Job Specification
1. Proven working experience as an Administration Manager or in a similar role.

2. Excellent organizational and multitasking abilities.

3. Strong leadership and team management skills.
 4. Proficient in Microsoft Office Suite and other relevant software.
 5. Exceptional communication and interpersonal skills.
 6. Attention to detail and problem-solving aptitude.
 7. Ability to prioritize tasks and meet deadlines.
 8. Proactive and solution-oriented mindset.
 9. Knowledge of furniture industry practices and trends is an advantage.
 10. Familiarity with health and safety regulations.
- Job Rewards and Benefits
Communication, Incentive Bonus, Sports and Entertainment

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