

Administration Manager

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Company: Dynamic Group

Location: Lahore

Category: other-general

MPA / MBA / Any professional masters degree, Preferably LLB from a recognized institute

- To provide professional guidance and groom all team members of Admin Department- To ensure an effective role of all admin personnel in providing the administrative support to all stake holders and monitor all activities falling under admin department continuously.- To liaise with government agencies and external interfaces in connection with administrative issues.- To ensure the maintenance of attendance and all types of leave record.- Responsible for maintaining office building, furniture, water and power supply systems- Responsible for ensuring the standards of products/supplies and following up the repair/maintenance activities (as and when required)- Responsible for maintaining good working relations with suppliers and vendors to get the things done efficiently and effectively.- Responsible for properly maintaining the files of all Admin related records for smooth operations of department- To liaison with Govt. agencies like WAPDA, Police and other agencies / suppliers like TCS, DHL, TNT, American Express, Chamber of Commerce, Hotels & assorted contractors- Responsible for the provision of pool car / rent-a-car. Scrutiny of bills and distribution for charging to various cost centers- To ensure the timely arrangement of all passports, visas & hotel reservations (Local & overseas)- Responsible for registration & insurance of all Company vehicles, its maintenance and provision of pool car/rent-a-car- To take initiatives in making the admin department very efficient facilitator and to carry out any other task assigned by the Executive Management.

Job Specification Highly committed, motivated professional with strong work ethic and

client-oriented approach- Strong analytical and problem solving ability with willingness to work under stressed conditions- Result oriented and target driven approach.- Possessing Excellent Communication, Interpersonal & Negotiation Skills- Proficient in using MS Office applications, Windows and Internet

Information Technology and Services - Lahore, Pakistan

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