

Administration Officer/Executive

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Company: INTECH

Location: Pakistan

Category: other-general

About The Position

INTECH Process Automation is looking for an energized and capable Visa & Travel (Admin Executive).

About Us:

INTECH Process Automation has been helping businesses transform for the future through next-generation Automation and Digital technologies for the past 30 years and counting. We are a globally renowned engineering company specializing in automation, electrical, energy transition, and digitalization solutions. Our application-specific solutions diversified and technically backed portfolio and expertise in equipment from major OEMs and system vendors are what differentiate us.

Job Description:

- 1.Monthly Expense / Cash Flow Budget Preparation and reporting
- 2.Facility Upkeep / maintenance Planning & Execution
- 3.Utilities Management -Up & running WAPDA, Water, communication
- 4.Backup Power -Uninterrupted supply of Backup Power
- 5.Equipment including Power/Genset, Up & Running, Water Dispensers etc.
- 6.Day to Day Affairs Management
- 7.Housekeeping
- 8.Security Management
- 9.Contracts Management -Mainly Rental, Outsource Vendors etc.
- 10.Safety Administration -Fire Fighting, Evacuation drills etc.

11.Reception / Front Desk Supervision

12.Incoming / outgoing Couriers Management

13.Mess Management

14.Support to IEF for arranging Company Events

15.Runner Support to HR & F&A -Banks, Insurance Claims, EOBI etc.

Requirements

Required Qualification: Graduate /Masters

Required Total Experience: 2 to 6 years

Required Technical Skills: MS Office, Basic computer knowledge

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