

Archival Officers

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Company: EFS Facilities Services India Pvt. Ltd.

Location: Pakistan

Category: other-general

- Preparation of refreshments for visitors and employees
- Preparation of refreshments and snacks for the board meetings
- Housekeeping of pantry and refreshment preparation areas; i.e. hygiene and maintaining adequate supplies
- Housekeeping of reception area, newspapers, magazines and chairs
- Prompt and accurate distribution of incoming and outgoing mail
- Refilling of paper and toner for photocopiers and printers
- Prompt and accurate distribution of incoming faxes
- Send outgoing faxes as required
- Photocopying as required
- Maintain an accurate filing system for the HR department. Create new personnel files as required. Archive closed files as required
- Provide clerical assistance to the HR department and employees as required
- Carry out, to the best of your ability, all tasks assigned by the supervisor or manager
- Always maintain a clean and tidy appearance. Uniform must be worn and should be clean and in a good state of repair
- Comply with all processes and procedures (Human Resources, HSEQ, Finance, Information Technology, Procurement, Operations) which include compliance with all applicable rules and regulations of the local labour law

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