

## Assistant Manager Admin

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Company: Oyster Technologies (Pvt) Ltd

Location: Karachi

Category: other-general

We required a Asst Manager Admin for our Admin Manager.1)Must have own convince and valid driving licenses.

Must have reasonable experience in Admin Assistance.2)Establishing and maintaining interpersonal relationships with all departments of the company and hence coordinate with other departments to ensure that services are provided in an efficient and timely manner.

3)To conduct regular sessions of Admin support staff to teach them support procedures.

4)To make sure that food and beverages for the staff is being managed as per policy.

5)Develop direct relationships with all department heads and Admin head for better understanding.Any assignment or task assigned to him from the management.

Job SpecificationMBA or master degree in Management Sciences with 8 years of experience in Administration OR BBA/BA/B.Sc/B.Com with 10 years of experience in core

Administration.Good interpersonal skills, communications skills and ability to build relationship are a high priority requirement for the position.Willingness to work in late hours on required basis.Should be able to make himself available even in the odd hours/off days in case of any emergent situation in the offices.Good analytical, IT and writing skills and all supporting skill to assist the boss.Information Technology and Services - Karachi, Pakistan#J-18808-Ljbffr

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  2. Assistant Manager Admin jobs↗
  3. Assistant Manager Admin jobs↗

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