

Assistant Office Manager Admin / HR

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Company: Concrete Commitment OEP (Pvt) Ltd

Location: Islamabad

Category: office-and-administrative-support

Assistant Office Manager Admin / HR Concrete Commitment OEP (Pvt) Ltd, Pakistan
Provide basic and accurate information in-person and via phone/email
Direct visitors to the appropriate person and office
Answer, screen and forward incoming phone calls
Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
Receive, sort and distribute daily mail/deliveries
Order front office supplies and keep inventory of stock
Keep updated records of office expenses and costs
Perform other clerical receptionist duties such as filing etc.
A Company committed to provide skilled labour force to our prestigious clients in all sectors.

#J-18808-Ljbffr

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