

Branch Manager

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Company: A.M. Distributors

Location: Lahore

Category: other-general

A.M. Distributors - surgical solution provider is looking for Branch Manager. An ideal candidate must have experience in overseeing administration matters.

Responsibilities:

Handling regional staff and communicating their grievances if any with HR dept.

To coordinate with HR Manager and other related departments at Head office in day to day queries and activities

Provide Daily attendance to Head office.

Administration of the office and getting approval for any task (Repairing or Purchase) from Head Office

Handling the day to day operational activities.

Check the working ability of Electric Appliances (A/Cs, Fans, Bulbs, Lights, CCTVs and Lift).

Documentation of Newly Hired Staff

Searching & Background checking of local / newly hired staff if required.

Job Specification Must Haves:

Only Female can apply

Bachelor's (Preferred)

Minimum of 2 years of Administrative experience

Present personality with Good communication skills

Knowledge of Microsoft Office, Excel, PowerPoint and Word.

A.M. Distributors is a renowned organization, providing top-notch medical devices supplies to ensure smooth operations of the hospitals and clinics operating in Pakistan. We are

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