

Coordinator (Fresher Can Also Apply)

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Company: Healet Pharma Pvt. Ltd.

Location: Islamabad

Category: other-general

Coordinator (Fresher Can Also Apply) Healet Pharma Pvt. Ltd., Pakistan Coordinator JOB /Female. (Fresher can Also APPLY)Office Manager (full Time)We have an urgent need for an office manager/project coordinator to join our small but growing brand messaging and content strategy team. Our writers and strategists create content and strategic communications plans, and work with some of Boston's best designers on websites, print materials, and other communications. It's fast-paced, always evolving, and pretty fun. Responsibilities for this position break into two main areas:Project support and coordination:Set up new projects in our time tracking, project management, and financial systemsDate Entry on excelDate analysisMake & Set Daily weekly monthly targetsAssist in scheduling client meetings and presentationsComplete Hold on Ms Office (Excel,word ,powerpointOrganize stakeholder interviews and discussion groupsOffice operations:Work with company principal on long-term strategic projectsAssist bookkeeper organizing invoices, checks, and other financialsSort mail, order supplies, lead other office management as neededRequirements:Prior experience is nice, but what we're really hoping to find is someone excited to learn new things and be part of a fast-paced team. We're looking for:Strong oral and written communication skillsSomeone able to work well with staff, clients, and creative partnerOur officeTime commitment:office timings 11Am to 7:30 PMJob Types: full-time, ContractSalary: 25000 to 45000 /MonthlyExpected Start Date: 01/11/2022Job Types: Full-time, Contract, InternshipSalary: Rs20,000.00 - Rs45,000.00 per monthJob SpecificationMS OfficeExcelWordPower PointDate Entry on excelDate analysisMake & Set Daily weekly monthly targetsAssist in scheduling client meetings and presentationsComplete

Hold on Ms Office (Excel,word ,powerpoint)Organize stakeholder interviews and discussion groupsOffice operations:Work with company principal on long-term strategic projectsAssist bookkeeper organizing invoices, checks, and other financialsSort mail, order supplies, lead other office management as needed Marketing and Advertising - Islamabad, Pakistan
#J-18808-Ljbffr

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