

## 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 systems

Date Entry on excel

Date analysis

Make & Set Daily weekly monthly targets

Assist in scheduling client meetings and presentations

Complete Hold on Ms Office (Excel,word ,powerpoint

Organize stakeholder interviews and discussion groups

Office operations:

Work with company principal on long-term strategic projects

Assist bookkeeper organizing invoices, checks, and other financials

Sort mail, order supplies, lead other office management as needed

Requirements:

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 skills

Someone able to work well with staff, clients, and creative partner

Our office

Time commitment:office timings 11Am to 7:30 PM

Job Types: full-time, Contract

Salary: 25000 to 45000 /Monthly

Expected Start Date: 01/11/2022

Job Types: Full-time, Contract, Internship

Salary: Rs20,000.00 - Rs45,000.00 per month

Job SpecificationMS Office

Excel

Word

Power Point

Date Entry on excel

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