

Coordinator To Director

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Company: Liberty Books & Publishers (Pvt) Ltd

Location: Karachi Division

Category: other-general

Coordinator To Director Liberty Books & Publishers (Pvt) Ltd, Pakistan Coordinate with Directors regarding day to day official matters. Reporting and updating office staff as per Director's instruction. Official report writing and Email Cordination. Any task assigned by the director. Job Specification Well versed with MS Excel, Power Bi & reporting formats.

#J-18808-Ljbffr

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