

Coordinator To Director

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Company: Liberty Books & Publishers (Pvt) Ltd

Location: Karachi

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 Coordination.

Any task assigned by the director.

Job Specification Well versed with MS Excel, Power Bi & reporting formats. #J-18808-Ljbffr

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