

Corporate Services Group Lead - GCC

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Company: Unspecified

Location: Islamabad

Category: other-general

Description

INTECH Automation Intelligence is looking for an energized and capable Corporate Services Group Lead - GCC.

About Us :

INTECH Automation Intelligence has been helping businesses transform for the future through next-generation Automation and Digital technologies for the past 30 years and counting. We are a globally renowned engineering company specializing in automation, electrical, energy transition, and digitalization solutions. Our application-specific solutions diversified and technically backed portfolio and expertise in equipment from major OEMs and system vendors are what differentiate us.

General responsibilities shall include but not be limited to the following:

Arrange all travel/Visa documents in coordination with the concerned individual and department (all travel/Visa documents for UAE residents submission to JAFZA/KEZAD).

Arrange different hotel/guest house rooms. Foreign Affair office related matters (attestation of legal/travel documents). Follow ups & coordination with Govt Depts i-e CICPA, DED etc for office related matters. Handle the bank/post office logistics etc., for visas and coordinate with car vendors (for office logistics). Medical Insurance renewals and vouchers entry in excel & system. Cheque payments to vendors. Manage outgoing / incoming important post via courier service, related to visas and projects. Maintenance of employees data (Amex related, insurances, travel related, etc.) Responsible for office refreshment arrangement (Tea Coffee and Water). Visiting cards, printing of office stationery

etc. (for UAE). Cell Phone managements, (payments, new connections, resolution of issues/blockage). Ops Engineers' site safety kits (coveralls, safety helmets, glasses, safety shoes etc.) – Coordination with Front office Customer Invoices and Supplies Management. Utilities & office expense management and ensure compliance to company Quality Management System requirements based on ISO 9001: 2008 standard. Ensure INTECH HSE Standards and client HSE Standards are complied to during Project Execution Cycle. Respond to IT issues by coordinating on time with IT department; hardware maintenance, software, networking, etc. Provide technical support either by phone, remote access, or site visits as needed. Oversee troubleshooting for System and Network errors. Modify configurations, utilities, software, etc.

Requirements

Academic background: Masters/Bachelors in management/administration. Years of experience required: 3-4 Candidate must possess sound knowledge of UAE Govt Depts. Excellent communication skills and ability to provide support after office hours.

#J-18808-Ljbffr

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