

## Deputy Manager Admin And IR

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Company: Aisha Steel Mills Limited

Location: Karachi

Category: other-general

Ensure proper accounting and record of Assets Movements.

Ensure arrangements for conferences / seminars or any other event held in or outside Mill premises.

Responsible for maintaining records of admin department.

Ensure compliance of admin policies & procedures within department and by relevant authorities.

Process all admin material purchase via PO process.

Coordinate with external vendors and assist manager to formulate all deeds, contract, and agreement etc.

Ensure timely payment of all dues, bills, rents, government charges, etc.

Maintain proper liaison and coordinate with different government departments.

Perform duties on behalf of manager admin & security in case of his absence from duty.

Any other tasks assigned by head of admin.

Supervise and assist housekeeping, transport, canteen and other administrative affairs.

Ensure timely submission & processing of all bills, invoices.

Advice assistant managers and other subordinate staff in their routine tasks

Job Specification Ensures timely recruitment of budgeted positions through 3rd Party Contractor.

Ensure compliance with statutory requirements of various labor rules and regulations.

Supervise and ensure that contractor labor salaries, wages and overtime are disbursed in a timely manner.

Coordinate with manager admin & see in handling non-management employee's grievance matters.

Establish relation with all statutory bodies and ensure successful compliance of statutory audits.

Seek advice from Company legal advisor as and when required.

Aisha Steel Mills Limited (ASML) is a state of the art cold rolling complex with a nameplate capacity of 220,000 metric tons per year. ASML represents one of the largest private sector investments in the steel industry of Pakistan. It is the only Colmustakbil.com asks for your consent to use your personal data to:perm\_identityPersonalised ads and content, ad and content measurement, audience insights and product development

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