

Deputy Manager Admin And IR

[Apply Now](#)

Company: Aisha Steel Mills Limited

Location: Karachi Division

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. Advise 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 Col

mustakbil.com asks for your consent to use your personal data to: perm_identity Personalised ads and

content, ad and content measurement, audience insights and product development devices
Store and/or access information on a device Some vendors may process your personal data on
the basis of legitimate interest, which you can object to by managing your options below. Look
for a link at the bottom of this page or in our privacy policy where you can withdraw consent.

#J-18808-Ljbffr

[Apply Now](#)

Cross References and Citations:

1. Deputy Manager Admin And IR GardeningjobsJobs Karachi Division Gardeningjobs ↗
2. Deputy Manager Admin And IR Cardiologistjobs Jobs Karachi Division
Cardiologistjobs ↗
3. Deputy Manager Admin And IR TruckjobsnearmeJobs Karachi Division
Truckjobsnearme ↗
4. Deputy Manager Admin And IR CarejobsJobs Karachi Division Carejobs ↗
5. Deputy Manager Admin And IR Pharmacistjobs Jobs Karachi Division Pharmacistjobs
6. Deputy Manager Admin And IR SearchaustralianjobsJobs Karachi Division
Searchaustralianjobs ↗
7. Deputy Manager Admin And IR RomaniaajobsJobs Karachi Division Romaniaajobs ↗
8. Deputy Manager Admin And IR Medicalnursejobs Jobs Karachi Division
Medicalnursejobs ↗
9. Deputy Manager Admin And IR Trademethejobs Jobs Karachi Division
Trademethejobs ↗
10. Deputy Manager Admin And IRGermanyjobs Jobs Karachi Division Germanyjobs ↗
11. Deputy Manager Admin And IRLosangelesjobs Jobs Karachi Division Losangelesjobs
12. Deputy Manager Admin And IRBusinessjobs Jobs Karachi Division Businessjobs ↗
13. Deputy Manager Admin And IRChefjobsnearme Jobs Karachi Division
Chefjobsnearme ↗
14. Deputy Manager Admin And IRFindsalesjobs Jobs Karachi Division Findsalesjobs ↗
15. Deputy Manager Admin And IRJeddahjobs Jobs Karachi Division Jeddahjobs ↗

16. Deputy Manager Admin And IRBelgiumjobsJobs Karachi Division [Belgiumjobs](#) ↗
17. Deputy Manager Admin And IRManchesterjobsearchJobs Karachi Division [Manchesterjobsearch](#) ↗
18. Deputy Manager Admin And IRWarsawjobs Jobs Karachi Division [Warsawjobs](#) ↗
19. Deputy manager admin and ir Jobs Karachi division ↗
20. AMP Version of Deputy manager admin and ir ↗
21. Deputy manager admin and ir Karachi division Jobs ↗
22. Deputy manager admin and ir Jobs Karachi division ↗
23. Deputy manager admin and ir Job Search ↗
24. Deputy manager admin and ir Search ↗
25. Deputy manager admin and ir Find Jobs ↗

Source<https://pk.expertini.com/jobs/job/deputy-manager-admin-and-ir-karachi-division-aisha-steel-mills-li-1398-25024/>

Generated on: 2024-05-05 by [Expertini.Com](#)