

Deputy Manager Admin

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Company: Eden Buidlers

Location: Lahore

Category: other-general

Deputy Manager Admin

Eden Buidlers, Pakistan-Supervising administrative teams to perform administrative functions. - Assisting Manager Admin in fixed asset scheduling, pool car & bike management, purchases, dealing with govt. departments, maintenance of building / vehicles / furniture & fixtures / visa arrangements. etc. - Supervising group security management & control. -Handling and managing mobile phone and utility billings.

-Any other assignments given by time to time.

Job Specification-Report writing skills

-Presentation Skills

-Communication Skills

-Proactive & Pleasant Personality.

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