

## Hr and Admin Manager

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Company: Sigmen Group

Location: Islamabad

Category: other-general

### Hr and Admin Manager

Sigmen Group, Pakistan Candidates only from Islamabad/Rawalpindi will be considered for an interview. Rest of the applicants will be discarded. Must have worked for a industry with a workforce of 200+ .Responsibility for the overall work performance of a company.Management of office environment.Gathering, adapting, storing and distributing information within the company.Using information systems.Providing specialized support to other departments and managers.Providing document and telecommunication management.Planning, organizing, providing leadership and controlling all administrative functions.Managing quality and cost control.Rendering a service to other functions within the organization.Providing training and development to the staff.Managing the many fields of work which the employees carry out.Ensuring that human and material resources are correctly utilized.Meeting with other members of management and planning for the future.Capable to handle day to day Office affairs, including administration, workforce management public relations, interdepartmental coordination, security, housekeeping, asset management and dealing with government agencies.Having sufficient command over MS Office, Excel, Power point- Should know the typical office work like filing etc.Candidate having Knowledge of ISO will be given preference.

Job Specification1. With 3~ 5 years experience in administration with good management and communication skills, and can handle government departments like labor department, and other HR and Admin function.2. Good spoken English.3. Computer literate.

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