

IFFCO Pakistan Pvt Ltd Jobs Administration Executive

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Company: IFFCO Pakistan Pvt Ltd

Location: , , Pakistan

Category: other-general

IFFCO Pakistan Pvt Ltd Jobs Administration Executive:

Organization: IFFCO Pakistan Pvt Ltd

Position: Administration Executive

One of IFFCO Group's Core Values is "People". IFFCO Group* provides immense career and development opportunities, with benefits and a working culture that embraces diversity.

With all roles in IFFCO Group* whether an internship, graduate opportunities, or job opening to progress your professional career within IFFCO Group* , you can shape your own career path as you work with the brands and people that drive our vision and business growth.

IFFCO Group* encourages our people to be entrepreneur and we believe that our "people" make the big difference

Job Summary:

Manage all the administrative issues in factory premises and in company accommodation also coordinate all legal issue handle along with PRO with concern department. Facilitate best level of services in unit to all employees.

Roles & Responsibilities:

Understand, reflect & practice IFFCO's vision & values.

Involve in the negotiation regarding rent, transport, Manpower supplier Furniture, suppliers and cleaning services and security or other misc., along with the corporate admin, finance & central purchase.

To maintain clean & hygiene environment in the entire factory premises & in the company

accommodation.

Make sure 100% audit compliance full fill as per audit requirement.

Making yearly Budget for the admin cost & adheres to the approved budget.

To plan for periodic medical check-ups and diagnose accident reports and illness statistics for preventive action.

To ensure the contractual performance for housekeeping, security, employee transportation and residence camps, including welfare measures.

To ensure adequate camp accommodation capacity and the infrastructure is as per defined norms and standards of the company. Ensure adequate attention to the hygiene and maintenance of the facility and to this end appoint a camp boss including the institution of formal reporting process.

Be the custodian of Office space, its design and layouts. Allocate workstations to

Employees standardize office supplies and ensure team contiguity and productivity.

Identify, deliberate and execute cost saving ideas in respect of the areas directly under the responsibility of Administration.

KPIs

Optimization of cost of infrastructure, equipment and services including Camps,

Transportation, Telecom, Pantry, Stationery, Employee Insurance, VISA, Employee onboarding, Security, House Keeping, Pool of Drivers and Business Cards.

Work experience requirement

3 – 5 years of relevant experience

Qualification: Graduate from any stream

Competencies

Contract Management

Documentation and Reporting

Communicating effectively

Facility Management, Safety and Security Requirements

Vendor Management

Self and Team Management

Labour law

Planning & Decision Making

Customer Centricity

Ownership & Result Orientation

Location:Faisalabad

Last Date: 16 November 2023Apply

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