

Manager - Admin

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Company: RSM Avais Hyder

Location: Lahore

Category: other-general

The Manager will be expected to manage the entire administration of the office, specifically:- Maintaining the filing stores; ensuring that file issuance is properly approved and that only properly tagged files are placed in the store.- Ensuring that the office space is clean and clutter free- Ensuring the attendance and punctuality of the admin department staff- Monitoring the creation of payroll and timely payments of salaries.- Managing the general procurement needs of the office.- Dealing with service personnel such as linesman and cable repairmen etc.- Ensuring that the infrastructure of the office is in good working condition at all times. Infrastructure includes: Fans, A/C, UPS's, water filters, water motor, generator, TV screens, telephone sets, light, furniture.- Ensuring that the plants within and without the office are watered and well maintained.The personnel he/she will be managing are as follows:- Admin assistant- Admin supervisor- Receptionist- Kitchen boy- Security guard- JanitorThe Manager Admin will be expected to maintain high standards of professionalism at all time and should be someone who can accomplish staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures. Job Specification ProcurementAdministrationFilingOrganizational capabilityPayroll managementAttendance monitoringPeople managementQuality ManagementDisciplining EmployeesMotivating OthersPromoting Process ImprovementReporting Skills

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