

Manager Administration

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Company: Dunya Tv

Location: Islamabad

Category: other-general

Responsible for overall maintenance of the bureau To manage the general admin responsibilities covering both bureau-related functions and employee-related functions across the bureau; To manage and lead the Admin Team and ensure that all assigned functions to each team member are properly performed, executed; To provide administrative support to all the departments and employees in the organization in terms of admin resources availability To analyze the attendance and regularity of the staff of the bureau To coordinate with Head Office in connection with HR issues at Bureaus. To keep and maintain a record of all employees at Bureaus. To handle staff grievances at Bureaus and report such cases to the Head office. To ensure timely processing of perks pledged to employees in their contracts and also making sure they are delivered in time To make hotel and travel bookings

Job Specification Masters degree from HEC recognized institute; 03-04 Years relevant experience; Excellent Communication Skills; #J-18808-Ljbfrr

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