

Manager Administration

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Company: Hireright

Location: Islamabad

Category: other-general

- Responsible for seamless coordination, communication and control of all administrative support services at Islamabad Office.- Ensure smooth functioning of all administrative activities at Islamabad Office by offering pro-active support to all functions and as per the guidelines of Executive Director, GM Marketing & RD.- Implement all administrative policies of the Management and facilitate all day to day administrative activities such as security and safety, vehicles handling, office maintenance, regulatory requirements etc.- Assist Resident Director and GM Marketing in developing Administrative Budget Forecast & Control.- Maintain leaves and attendance record of staff. Close Coordination with HR and Accounts for Salary data, disbursements and other HR issues.- Supervise purchase of Stationery items, Kitchen items and other local purchase. Information Technology and Services - Lahore, Pakistan

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