

Manager Administration

[Apply Now](#)

Company: Najmi Bilgrami Collaborative Pvt. Ltd.

Location: Saddar Town

Category: other-general

Manager Administration Najmi Bilgrami Collaborative Pvt. Ltd., Pakistan Provide administrative support for operation of the department Coordinate day-to-day cleaning activities Data Entry and scheduling appointments Answering phone calls/ emails Make travel arrangements Maintain all databases including financial and staff reports & prepare expenses budget and operate within its limits. Order and maintain inventory, check stock to determine inventory levels & anticipate needed supplies, verify receipt of supply of all office supplies Directly supervises office admin staff which include: interviewing, hiring, and training clerical staff; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems Information Technology and Services - Karachi, Pakistan

#J-18808-Ljbffr

[Apply Now](#)

Cross References and Citations:

- [1. Manager Administration Jobs Saddar Town ↗](#)
- [2. Manager Administration Jobs Saddar Town ↗](#)
- [3. Manager Administration Jobs Saddar Town ↗](#)
- [4. Manager Administration Jobs Saddar Town ↗](#)

5. **Manager Administration Jobs Saddar Town** ↗
6. **Manager Administration search Saddar Town** ↗
7. **Manager Administration job finder Saddar Town** ↗
1. **Manager Administration jobs**↗
2. **Manager Administration jobs**↗
3. **Manager Administration jobs**↗

Source: <https://pk.expertini.com/jobs/job/manager-administration-saddar-town-najmi-bilgrami-colla-1398-25337/>

Generated on: 2024-05-06 by Expertini.Com