

Manager Administration

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Company: Pak-Qatar Family Takaful Limited

Location: Saddar Town

Category: other-general

Manager Administration Pak-Qatar Family Takaful Limited, Pakistan - Develop, implement and manage administration related strategies, plans, targets and service contracts in-line with company's strategy.- Supervise and manage uninterrupted administrative support services provided to employees such as travel arrangements, housekeeping, security, vehicle management, office supplies, equipment and other general services.- Manage Asset and maintenance services such as refurbishment, furniture, office allocation, and the set-up of branch offices across the country.- Manage and supervise major/ special projects such as expansion to the head office/ regional office, arrangement of corporate functions, sales conventions and other facilities.- Ensure the optimal management of all administrative facilities so that maximum utilization may be obtained within limited resources.- Ensure compliance with applicable laws in providing of services and while dealing with stakeholders. Job Specification Leadership skillsSupervisory skillsExcellent communication and people skillsKnowledge of technical areas such as electric, civil, carpentry, projects etc.

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