

Master Motors Limited Jobs Assistant Manager Administration

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Company: Master Motors Limited

Location: Karachi

Category: other-general

Master Motors Limited Jobs Assistant Manager Administration :Master Motors is looking for “ Assistant Manager Administration ” .The Role:Oversee and manage air ticketing processes, ensuring smooth travel arrangements for employees.Implement effective scrap management strategies, optimizing resources and minimizing waste.Supervise canteen operations, ensuring a clean, hygienic, and well-organized environment for employees.Coordinate and manage transport logistics to facilitate seamless commuting for employees.Collaborate with various departments to streamline administrative processes and enhance overall efficiency.Monitor and control administrative costs within budgetary constraints.Develop and implement policies and procedures to enhance administrative operations.Handle vendor negotiations and relationships related to administration services.Requirements:Bachelor’s degree in (Relevant Field).Minimum of 4 years of experience in administration.Strong organizational and leadership skills.Excellent communication and interpersonal skills.Proven ability to work in a fast-paced environment and handle multiple tasks simultaneously.Location: Port Qasim.Gender : AnyInterested candidates can apply onMaster Motors Limited Jobs Assistant Manager Administration#J-18808-Ljbffr

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