

Office Coordinator

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Company: Ff Steel

Location: Lahore

Category: other-general

Graduate or Masters having 3-5 years of experience in managing front desk / reception, HR & office administration.

Tasks include managing reception, welcoming customers, supervising housekeeping, daily attendance, leave management, travel bills processing and providing support to superiors in the day to day Admin & HR matters.

Excellent communication, analytical, presentation, computer and multitasking skills are mandatory prerequisites.#J-18808-Ljbfrr

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