

## Office Coordinator

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Company: Unspecified

Location: Lahore

Category: other-general

Global Business Bridge Office Coordinator - Lahore Head Office

We are seeking a competent Office Assistant to help with the organization and running of the daily administrative operations of the company. Responsibilities: Organize office and assist associates in ways that optimize procedures Sort and distribute communications in a timely manner Create and update records ensuring accuracy and validity of information Schedule and plan meetings and appointments Monitor level of supplies and handle shortages Resolve office-related malfunctions and respond to requests or issues Coordinate with other departments to ensure compliance with established policies Maintain trusting relationships with suppliers, customers, and colleagues Perform receptionist duties when needed Requirements and Skills: Proven experience as a back-office assistant, office assistant, virtual assistant, or in another relevant administrative role Knowledge of "back-office support Working knowledge of office equipment Thorough understanding of office management procedures Excellent organizational and time management skills Analytical abilities and aptitude in problem-solving Excellent written and verbal communication skills Proficiency in MS Office #J-18808-Ljbffr

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