

Office Manager

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Company: Bright Way International

Location: Gujranwala Division

Category: other-general

Office Manager Bright Way International, Pakistan Bright Way International Pvt Ltd is a Import & Export services provider having its branch office in Gujranwala. We are looking for a passionate and dedicated Office Coordinator to join our new and growing team at our Gujranwala Branch. Job Specification ESSENTIAL EXPERIENCE, SKILLS AND KNOWLEDGE: Proficient in English and computer applications. Manage the complete administration of any assigned projects. Experience of working with MS Excel and MS power Point. Manage all incoming and outgoing calls including distribution. Provide assistance with general administrative duties. Printing and Stationary Requirements. Be very polite, helpful and cooperative with client staff, visitors and contractors. Import and Export - Gujranwala, Pakistan

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