

Office Manager

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Company: Aunzton Communications UK

Location: Islamabad

Category: other-general

Office Manager

Aunzton Communications UK, Pakistan- Recruitment and Selection.

- Employee Record Management
 - Payroll Management
 - Data Base / Personal File Management
 - Conflict and Crisis Management.
 - Staff separation (final settlements, exit interviews).
 - Performance Appraisal of employees
- Job Specification
- Excellent English Communication

Skills

- BBA/MBA
- Must be expert in MS Word, Excel, PowerPoint
- Capable of Handling Responsibilities.
- Good Communication Skills.
- Cooperative, vigilant, Punctual and Honest person.
- Ability to absorb and manage Stress.
- Pleasing Personality.
- Target oriented and a Good Team Player.
- Capable of Working as an individual and ability to learn quickly

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