

## Office Manager

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Company: Chunk Labs

Location: Islamabad

Category: other-general

We are looking for an office manager to look after all the office administration related matters under the guidance of the senior manager.

Documents Assembling

Client Coordination

Email Responses

Technical Documentation

Must have Software Technical Document Knowledge

Process Diagrams , UML , Use Cases

Job SpecificationMS Office

Powerpoint Presentation

Technical Software understanding (Traning Will be provided)

Information Technology and Services - Islamabad, Pakistan

#J-18808-Ljbffr

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