

## Office Manager

[Apply Now](#)

Company: I2D Technologies

Location: Islamabad

Category: other-general

### Office Manager

I2D Technologies, Pakistan We are looking for a high-performing Office Manager to help us meet our daily tasks of customer dealing and hiring operations.

You will be responsible for managing the office team, crafting revenue plans and justifying those to plans to the upper management. Responsibilities:- Manage all HR and recruitment tasks.

- Monitor all Sales and Marketing Operations
- Manage Client Communications
- Manage Emails & Whatsapp Tasks

Job Specification- Successful previous experience as a manager or team lead of a marketing company.

- Innovative and Creative Mindset
- Best Communication Skills
- Presentation Skills
- Ability to Manage Team Members

Computer Software - Rawalpindi, Pakistan#J-18808-Ljbffr

[Apply Now](#)

## Cross References and Citations:

1. Office ManagerPathologistsjobsJobs Islamabad Pathologistsjobs ↗
2. Office ManagerSupervisorjobsJobs Islamabad Supervisorjobs ↗
3. Office ManagerFindsalesjobs Jobs Islamabad Findsalesjobs ↗
4. Office ManagerWebdeveloperjobs Jobs Islamabad Webdeveloperjobs ↗
5. Office ManagerDublinjobsJobs Islamabad Dublinjobs ↗
6. Office ManagerCv-resume-builder Jobs Islamabad Cv-resume-builder ↗
7. Office ManagerSocialworkjobsJobs Islamabad Socialworkjobs ↗
8. Office ManagerFinancialjobs Jobs Islamabad Financialjobs ↗
9. Office ManagerTokyojobsJobs Islamabad Tokyojobs ↗
10. Office Manager Ukjobscareer Jobs Islamabad Ukjobscareer ↗
11. Office Manager Openairmedia Jobs Islamabad Openairmedia ↗
12. Office Manager GhanajobsJobs Islamabad Ghanajobs ↗
13. Office Manager Erpjobs Jobs Islamabad Erpjobs ↗
14. Office Manager Chilejobs Jobs Islamabad Chilejobs ↗
15. Office Manager RetailjobsnearmeJobs Islamabad Retailjobsnearme ↗
16. Office Manager EnforcementjobsJobs Islamabad Enforcementjobs ↗
17. Office Manager TokyojobsJobs Islamabad Tokyojobs ↗
18. Office Manager PhpjobsJobs Islamabad Phpjobs ↗
19. Office manager Jobs Islamabad ↗
20. AMP Version of Office manager ↗
21. Office manager Islamabad Jobs ↗
22. Office manager Jobs Islamabad ↗
23. Office manager Job Search ↗
24. Office manager Search ↗
25. Office manager Find Jobs ↗

Source:<https://pk.expertini.com/jobs/job/office-manager-islamabad-i2d-technologies-2550->

77341/

Generated on: 2024-05-04 by Expertini.Com