

Office Manager

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Company: Pccl

Location: Islamabad

Category: other-general

This is an Islamabad based position reporting to the Top Management. Only Female Candidates residing in Rawalpindi / Islamabad and nearby areas should apply. The incumbent will be responsible for: Handling all internal & external correspondence.

Organizing and maintaining filing system.

Managing all appointments, meeting schedules and minutes of meetings.

Attending to all phone calls and visitors.

Conduct follow-ups and inquiries when required.

Maintain travel itinerary, ticket and hotel bookings.

Gathering information from different departments and prepare presentations, reports and plans.

Assist in regular day-to-day work. Job Specification Excellent computer skills especially in MS Office.

Excellent in written and spoken English.

Strong personal and communication skills.

Good knowledge of the short hand writing.

Highly motivated and results focused individual with a can-do approach.

Ability to remain calm and focused under pressure.

Information Technology and Services - Islamabad, Pakistan #J-18808-Ljbffr

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