

Office Manager

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Company: SADE Welfare Foundation

Location: Islamabad

Category: other-general

Office Manager

SADE Welfare Foundation, Pakistan Use a range of office software, including email, spreadsheets and databases, to ensure the efficient running of the office

Manage online and paper filing systems

Develop and implement new administrative systems, such as record management

Record office expenditure and manage the budget

Organise the office layout and maintain supplies of stationery and equipment

Maintain the condition of the office and arrange for necessary repairs

Carry out staff appraisals, manage performance and discipline staff

Delegate work to staff and manage their workload and output

Write reports for senior management and deliver presentations

Respond to customer enquiries and complaints

Review and update health and safety policies and ensure they're observed

Arrange regular testing for electrical equipment and safety devices

Attend conferences and training

Manage social media for your organisation. #J-18808-Ljbfrr

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