

Office Manager

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Company: Tmt

Location: Karachi

Category: other-general

The job responsibilities we are seeking in an Office Manager (preferably Female candidate) to manage and maintain group's secretarial functions, handling PABX system, Daily logs, meeting minutes, filings etc.. from marketing point of view: tele-intro to the information seeking prospects, tele-support to the customers with the help of technical department, introduce our services and new products to the existing clients as well to the prospects listed and provided by the research and marketing department. There are some aspects of Human Resource management and Finance management are also included. There is no fieldwork includes but presentation and communication skills should be bold. There are no such special requirements for the position and all the required training will be provided. Female candidates who can easily find transportation to Defense Phase 5 and fresh graduates in BBA (Marketing/Mass communication / Finance/Management) will be preferred. An excellent learning opportunity for fresh candidates. Information Technology and Services - Karachi, Pakistan#J-18808-Ljbfrr

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