

Office Manager

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Company: CarHire

Location: Lahore

Category: other-general

To control all incoming & outgoing telephone calls.

Prepare Quotations & Letters and after finalizes send to Clients.

To handle Emails and send to relevant personals.

To maintain all corresponding records in relevant files.

To receive and records all faxes and send to relevant personnel.

To kept the record of all documents concern with work

Any other task assigned by the management

Job Specification Good at record keeping

Must have a pleasant personality

Must have own transport

Must be good at interpersonal skills

Must be good at taking and processing the orders

Must be a team player Transportation/Trucking/Railroad - Lahore, Pakistan#J-18808-Ljbffr

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