

Office Manager

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Company: Cog Soul

Location: Lahore

Category: other-general

The Manager will be expected to manage the entire administration of the office. Job

Specification- Manage customer database.

- Ensuring the attendance and punctuality of the admin department staff
- Monitoring the creation of payroll and timely payments of salaries.
- Managing the general procurement needs of the office. #J-18808-Ljbfrr

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