

Office Manager

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Company: Daftarkhwan

Location: Lahore

Category: other-general

Responsible for overall front office activities, including the reception area, mail, small purchasing requests and facilities, directing and coordinating office services and related activities Responsible for arranging internal office moves and providing arrangements for office meetings Manage the reception area to ensure effective telephone and mail communications both internally and externally to maintain professional image Supervise and coordinate overall administrative activities Supervise the maintenance and alteration of office areas and equipment, as well as layout, arrangement and housekeeping of office facilities Responsible for timely purchase of office supplies and furniture, office equipment, housekeeping items etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions Ability to manage staff and negotiate effectively Ensuring clients are well-attended and comfortable Timely collection and management of cash payments from clients for usage of Daftarkhwan facilities Job Specification As per JD listed above. Shortlisted candidates will be contacted. Supervisory role. Timely collection and management of cash payments from clients for usage of Daftarkhwan facilities.

#J-18808-Ljbffr

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