

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 SpecificationAs 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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