

## Office Manager

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Company: Fast Trading

Location: Lahore

Category: other-general

Job DescriptionJob Description: Office Manager (1 Year Experience)Responsibilities:1.

Oversee and manage the day-to-day operations of the office, including handling administrative tasks, managing office supplies, and ensuring an organized and efficient work environment.2. Coordinate and schedule meetings, appointments, and travel arrangements for staff members.3. Manage and maintain office budgets, expenses, and financial records.4. Assist in the recruitment and onboarding process for new hires, including conducting interviews and ensuring all necessary paperwork is completed.5. Act as a point of contact between employees and management, addressing any concerns or issues in a timely and professional manner.6. Monitor and manage office equipment and technology, coordinating repairs and upgrades as needed.7. Maintain inventory of office supplies and place orders when necessary.8. Assist in the planning and coordination of company events, meetings, and training sessions.

Job Specification1. Proven experience as an office manager or in a similar administrative role.2. Excellent organizational and multitasking skills, with the ability to prioritize tasks.3. Strong written and verbal communication skills.4. Proficient in Microsoft Office applications, including Word, Excel, and PowerPoint.5. Attention to detail and accuracy in all work performed.6. Ability to work in a fast-paced environment and handle multiple responsibilities simultaneously.7. Strong problem-solving skills and the ability to make quick and effective decisions.8. Professional and friendly attitude, with excellent interpersonal skills.9. Ability to maintain confidentiality and handle sensitive information with discretion.#J-18808-Ljbffr

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