

Office Manager

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Company: Gutech International

Location: Lahore

Category: other-general

Job DescriptionJob Overview:

We are seeking an Entry Level Executive Secretary to provide administrative and clerical support to the CEO of our organization. The successful candidate will be responsible for managing the CEO's schedule, arranging meetings and appointments, handling phone calls and correspondence, maintaining records and files, and performing various other administrative duties as assigned.

Responsibilities:

Manage and maintain the CEO's schedule, including arranging appointments and meetings, and coordinating travel arrangements.

Answer and screen phone calls and correspondence directed to the CEO.

Maintain records and files, including confidential information, in an organized and efficient manner.

Prepare reports, presentations, and other documents as directed by the CEO.

Coordinate with other departments and staff members to ensure the smooth functioning of the CEO's office.

Manage the CEO's budget and expenses.

Perform other administrative duties as assigned by the CEO.

Job SpecificationRequirements:

Bachelor's degree in Business Administration or related field.

Fresh Candidates are welcome to apply.

Excellent verbal and written communication skills in English and Urdu.

Strong organizational and time management skills.

Proficiency in Microsoft Office Suite.

Ability to maintain confidentiality and handle sensitive information.

Candidates should be willing to work at 11:00 am to 8:00 pm shift

Working days are from Monday to Friday (Occasional Saturdays)

Salary and Benefits:

The salary bracket is 25000 to 35000

Medical Facility is Provided

Job Rewards and Benefits Communication, Incentive Bonus, Leaves, Medical, Sports and

Entertainment

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