

Office Manager

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Company: Hijaz Islamic University (HIU)

Location: Lahore

Category: other-general

Office Manager

Hijaz Islamic University (HIU), Pakistan Looking for a retired, Army official with experience of managing a team of office workers. The HIU Post Production Office Manager will be responsible for ensuring the day to day smooth running of the office. This involves daily and punctual administrative tasks such as contacting editors for updates on their work, logging work times and making records of all correspondence and communication with editors. The successful candidate will have excellent people skills and be confident in motivating a team to work to deadline. The Office Manager will be reporting to the HIU Head of Production and the Editing Manager, and must have excellent and reliable communication skills. Work is very fast paced and there are several deadlines to be met. Job Specification- Army experience necessary- Disciplined attitude- Excellent communication skills (appropriate communication with juniors and senior staff)

- Excellent people skills
- Punctual and time-efficient
- Proficient in all Microsoft Office programmes (especially Microsoft Office and Excel)- Some experience/knowledge of editing useful

Higher Education - Coventry, United Kingdom#J-18808-Ljbffr

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