

## Office Manager

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Company: SpareASmile

Location: Lahore

Category: other-general

A Charity welfare organization is seeking for an Admin Officer for its Office. Candidate should have hands on experience in administration. Dedicated and result oriented person required. Should be able to resolve conflicts and bottlenecks. Candidates with a Bachelor's degree and no prior experience are encouraged to apply. Expert in Managing and updating of website and social media pages. Can do work with a positive attitude. Must have a Good typing speed. A good Salary package based on the knowledge and experience. Must have an extensive knowledge of IT. Flexible timings from 9am to 5pm

Job Specification Microsoft Office with Excel and PowerPoint and Billing Target Information with a good typing speed. Management Public administration. Excellent organizational and time management skills; Good IT skills, including knowledge of a range of software packages; The capacity to priorities tasks and work under pressure; Ability to liaise well with others and delegate tasks;

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