

Office Manager

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Company: Stellant

Location: Lahore

Category: other-general

Stellant is a software development company focused on making digital transformation and innovation easy and affordable for every SMB. At the same time we help our clients grow their businesses, we're also committed to growing opportunities for the technical talent now spread across the globe. We believe that our success should ultimately be measured on not just how well we have delivered for clients, but how much better the world is for having us in it.

The RoleThe ideal candidate will be able to effectively coordinate meetings and other office events. They should be comfortable answering inbound phone calls, distributing mail to employees and handling outgoing mail. They should also possess a friendly demeanor so they can effectively interact with office visitors and interview candidates.

What you will doCoordinate and organize office activities

Oversee stock of office supplies

Greet visitors at office

Coordinate inbound and outbound office mail

Support HR in scheduling meetings, interviews and transport

Assist with downloading software to PCs

Assist with onboarding and offboarding of employees

Warmly greet visitors, provide general office support, and keep the office tidy & presentable

Manage all incoming calls from new and existing clients and/or work as a collaborative team with other offices for company-wide phone coverage

Assist & collaborate with co-workers from all markets to work together as a unified team to provide support company-wide
We think you will be a good match if
You have experience with administrative and clerical work
Proficiency in Microsoft Office suite

You have strong communication skills

You have Strong ability to multitask

You have a friendly and upbeat demeanor

You are highly proficient in Microsoft Word, Excel & Google Suite

You love interacting with others & enjoy driving their day-to-day activities

You have a proven record of assisting & collaborating with co-workers from all markets to work together as a unified team to provide support company-wide

You have a strong ability to multitask, self manage, and embrace a quick learning curve

Some things that will make you stand out
5+ years of professional work history in an office environment strongly preferred

2+ years of employee onboarding / offboarding experience strongly preferred

2+ years of proven office management / administrative experience strongly preferred

Relevant industry experience including working with a high-performing sales team is a plus

The Team
Our core values and the culture we aim for:

Growth Mindset: We believe abilities can be developed through dedication and hard work.

We thrive on challenges and see failure as a springboard for growth.

Customer Obsession: We believe that every individual employee has responsibility for delivering the best possible service to our customers.

Belonging: We are focused on making sure everyone feels seen, connected, supported, and empowered to do their best work and be their best selves.

Giving Back: We believe in giving back to the world and have committed to Pledge 1% cause: 1% of Time, 1% of Product and 1% of Profit.

Total Wellbeing: We believe that great work is only possible when we thrive physically and mentally.

Fun & Camaraderie: We believe that work can be an opportunity to connect, laugh, and play with others to build a greater sense of connection and community.

One Stellant: We believe that uniting as individuals under a single shared mission will allow us to successfully grow and build the company we want to be.
We also believe you enjoy working in an environment with typical challenges of a growing company, asking a lot of questions and learning new things. At Stellant we believe that collaboration with teammates

is essential and you'll thrive if you like to explain and discuss technical approaches with other engineers. Location For this role you'll need to be based in Pakistan and work out of our Lahore office.

The process We adopt a continuous selection process, so make sure to apply with your CV and portfolio as soon as possible! Stellant handles sensitive client data and we will therefore conduct a background check before signing any candidate.

We welcome diversity with open arms and want to see candidates from different backgrounds and experiences.

Office Manager Mgmt | Onsite | Lahore Do you need Visa support to work from that

location? *What location are you based in today? *First name *Last

name *Email *Phone Upload CV *Upload File Max file size 10MB. Cover letter I have read the

Privacy Policy and confirm that Stellant store my personal details to be able to process my

job application Yes Stellant can also contact me about future job opportunities. #J-18808-

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