

Office Manager

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Company: NAUSAL

Location: Rawalpindi Cantonment

Category: other-general

We need a highly capable manager for our upcoming online shopping store. The ideal candidate must be well versed with Computers and eCommerce and also must have strong communication and basic email writing skills. A practical knowledge of MS Word and MS Excel is mandatory. He/She will be responsible for generating sales reports, inventory management, general office automation etc as well.

Job Specification The ideal candidate must have the following key skills.

Management

Computer

Internet

eCommerce

Communication Skills Information Technology and Services - Islamabad, Pakistan #J-18808-Ljbffr

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