

Ret. Lt.Col As Manager Admin And Security

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Company: Highly Keen

Location: Lahore

Category: other-general

Highly Keen - The HR Institute is looking for Manager Admin & Security for one of its client related to Retail & Bakery Industry. Job Description of required Candidate is

following;1.Responsible to run the attendance and punctuality system of whole Jalal Sons staff.

2.Make sure that all the staff is following the leave, attendance and punctuality policy of the company.

3.Check the monthly attendance report and submit to accounts department for payroll purpose.

4. Ensure regular maintenance of furniture, fixtures, equipments, electrical appliances, building etc. If any issue arises call vendors for any maintenance and clear the problem under his supervision.

5.Act as the main liaison person and takes responsibility of new building / floor structuring and construction by arranging vendors, getting quotations, supervising construction and other civil works whenever a new outlet or floor has to be constructed.

6.Administrate all the legally required benefits of staff inclusive EOB and social security and deal with these government departments directly.

7.Responsible for all office purchases on monthly basis after getting the requisition slips from all office staff.

8.Deal all administrative emergencies by himself including but not limited to theft case in outlets, staff emergencies, electricity failures, police station matters etc.

9.Securing and monitoring the outlet/s premises, sometimes with the aid of closed circuit

television (CCTV), and with proper daily visits at branches.

10. Provides leadership, advice and counsel all security staff in achieving security measures.

11. Develops and implements security program which includes developing a training program for all security guards for each branch.

Job Specification

Retired Lt. Col from Army is must.

People dealing skills

Decision Making Skills

Administration Skills inclusive Office management.

Positive Attitude

Communication and Negotiation Skills

Cost Consciousness

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