


Admin Officer

Firdous

	Total Positions: 1	Experience: 1-3 Years
	Gender: Any	Travel Required: 0-25 %
	Min Education: BBA-MBA	Job Shift: Morning
	Career Level: Manager	Salary Range: Confidential
Category/Industry: Textile Industry		Max Age Limit: 18-38 Years
Posted on: 10 December 2016		Expiry Date: 10 March 2017
Job Type: fulltime		

Job Description:

We are looking for qualified and passionate Admin Officer for Lahore and Faisalabad office to join our team with responsible for acquiring business through different channels.

The ideal candidate must have:

- Planning, Organizing, and controlling the entire office administration.
- Managing the clerical aspect of the organization and coordinating it with every department.
- Perform book keeping processes and organize storage of data.
- Developing budgets and implementing them accordingly.
- Lead facilities within all departments.
- Calculate and organize the office space efficiently.
- Organize office parties, excursions and in-house activities.

Required skills:

- Effective Communication Skills
- Strong negotiation skills
- Sound Administrative Knowledge

Required Skills:

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