

Deputy Manager Administration

R&I Electrical Appliances Pvt Ltd

	Total Positions: 1	Experience: Not Specified
	Gender: Any	Travel Required: Not Specified
	Min Education: M-SC-MBA-BS	Job Shift: Morning
	Career Level: Experienced (Non Manager)	Salary Range: Confidential
Category/Industry: Business Management		Max Age Limit: Not Specified
Posted on: 26 December 2016		Expiry Date: 28 February 2017
Job Type: fulltime		

Job Description:

R&I Electrical Appliances Pvt Ltd required Deputy Manager Administration Assess staff performance and provide coaching and guidance to ensure maximum efficiency

- Assess staff performance and provide coaching and guidance to ensure maximum efficiency
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations
- Manage schedules and deadlines
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices.
- Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.

Required Skills:

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