

JOB OPPORTUNITY

Assistant Manager – Administration for Lahore Office

We are looking for a proactive and detail-oriented **Assistant Manager (AM) Administration** to oversee operations, vendor management, and office maintenance at our **Lahore office**. The ideal candidate will ensure efficient resource utilization, smooth office functioning, and compliance with policies. The candidate will report to the Head of HR& Administration.

Some of the Key Roles & Responsibilities:

- Maintain office supplies inventory and ensure timely procurement.
- Oversee office cleanliness, security, and maintenance.
- Address daily complaints and assign tasks to relevant staff/vendors.
- Assist in construction, renovation, and facility management.
- Maintain a database of certified vendors and establish service standards.
- Negotiate costs for office supplies and services (photocopiers, CCTV, UPS, ACs, utilities, etc.).
- Manage contract renewals and service agreements.
- Process supplier payments, reimbursements, and petty cash expenses.
- Ensure timely payment of utility bills, rent, and vendor invoices.
- Maintain accurate financial and administrative records.
- Oversee preventive maintenance and repairs of office equipment.
- Maintain equipment inventory and assess new tools/techniques for efficiency.
- Conduct weekly facility inspections to ensure safety and security.
- Ensure compliance with banking laws, internal policies, and audit requirements.
- Maintain proper documentation and address audit observations.
- Assist the Head of HR & Admin in operational planning and execution.
- Manage banking transactions and property-related tasks for Lahore, KEL, and Islamabad offices.
- Ensure adherence to SOPs and TAT for all processes.
- Perform other duties as assigned by management.

Qualification & Experience:

- Minimum graduate from HEC recognized University.
- Relevant experience of minimum 3 / 5 years in HR & Administration department.

Skills:

- Strong negotiation, organizational, and multitasking skills.
- Proficiency in MS Office and financial record-keeping.
- Knowledge of banking regulations and compliance is a plus.
- Excellent communication and problem-solving abilities.

We offer an attractive remuneration package with fringe benefits and an environment conducive to career growth and advancement. Females are encouraged to apply.

Interested candidates are requested to send their CVs at careers@paklibya.com.pk