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Position Title:	Junior Manager - Operations
Department:	Operations
Subsidiary Company:	Dolmen Real Estate Management
Job Location:	Dolmen Mall Clifton, Karachi

EDUCATIONAL & EXPERIENCE REQUIREMENTS

- Graduate with a degree from a reputable university
- 2 to 4 years of relevant work experience in mall operations
- Proficient in MS Office
- Exceptional Interpersonal & Problem-Solving Skills

JOB ROLE & RESPONSIBILITIES

- Maintain strong relationship with new / existing retail tenants
- Responsible for error-free and timely cross departmental correspondence
- Manage building operations and facilitate tenants as per established SOPs
- Identify and Inform Operations Manager for any health, Safety and Security related risk
- Ensure and maintain smooth and efficient operations of the mall for a great customer experience

www.dolmengroup.com

Application Deadline: **November 20, 2023**

Interested Candidates can email their resume at "careers@dolmengroup.com"
mentioning the position applied for in the subject

