

#UPCO

# WE'RE HIRING

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## ASSISTANT MANAGER - ADMINISTRATION

### JOB BRIEF

Looking for **"Assistant Manager - Administration"** for our company located in Korangi Creek Industrial Park, Karachi. Candidate have strong experience of factory administration, security, housekeeping and wastage management.

### REQUIREMENTS AND SKILLS

- 4-5 years of experience on same position.
- Good experience of office management procedures and departmental and legal policies.
- The incumbent should be atleast Graduate.
- Good written and oral communication skills.
- Proficient in MS Excel.
- Ability to work as a team player.

Send Resumes To:  
[recruitment@upco.pk](mailto:recruitment@upco.pk)

### JOB RESPONSIBILITIES

- Ensure general hygiene and housekeeping of company premises to perfect condition.
- Supervise the implementation of security operations and activities to ensure the protection of company assets, intellectual property, customers & employees.
- Monitor security guards movements & resolve security guard issues.
- Ensure maintenance and repairs of assets/infrastructure/office/cargo & office lifts.
- Manage company transportations.
- Maintain log books and vehicles maintenance and repair records.
- Supervise canteen operations & manage office supplies.
- Monitor CCTV to guarantee appropriate working at all times.
- Support staff in travelling as and when required.
- Take immediate & appropriate action against the persons/employees responsible for damaging the assets and goodwill of the company.
- Liaison with local civil administration & law enforcement agencies.
- Manage EOBI, SESSI, Labor Office and other government departments.



WE KNOW YOUR NEEDS