



WE ARE HIRING

- ADMIN OFFICER -

Location: Gajju Matah , Lahore

Qualification : Bachelor's degree

Responsibilities

- Prepare regular reports on expenses and office budgets
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients)
- Arrange travel and accommodations
- Schedule in-house and external events
- Ordering office supplies
- Experience with office management software like MS Office (MS Excel and MS Word, specifically)

*KINDLY MENTION THE POSITION "ADMIN OFFICER" IN THE SUBJECT LINE.

Apply at: hr@royaltag.com.pk