

A Progressive Organization requires the services of motivated & efficient individuals on Following Posts:

Sr. #	Designation	Minimum Qualification	Job Description
1.	Assistant Manager (Audit) Salary upto PKR 55,000/-	a) 16 Years Education by HEC recognized institutes with 2-3 Years' relevant Experience in reputable organization. or b) 18 Years Education by HEC recognized institutes.	Ensuring procedures, policies, legislation and regulations are, correctly followed and complied with. Collating, checking and analyzing spreadsheet data. Examining company accounts and financial control systems. Checking that financial reports and records are accurate and reliable. Ensuring that assets are safeguarded. Preparing reports and financial statements. Planning and efficiently implantation of periodical audits related to inventory on all setups of organization.
2.	Assistant Manager (Admin) Salary upto PKR 55,000/-	a) 16 Years Education by HEC recognized institutes with 5 Years' relevant Experience in reputable organization.	To direct & control the activities of the Administration Department, Control all inward and outward correspondences, Plan and coordinate administrative procedures, policies and systems and devise ways to streamline processes. 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
3.	Assistant Manager (HR) Salary upto PKR 55,000/-	a) 16 Years Education by HEC recognized institutes with 2-3 Years' relevant Experience in reputable organization. or b) 18 Years Education by HEC recognized institutes.	Recruiting excellent staff. Maintaining a smooth onboarding process. Training, counseling, and coaching of staff. Resolving conflicts through positive and professional mediation. Carrying out necessary administrative duties. Conducting performance and wage reviews. Developing clear policies and ensuring policy awareness. Creating clear and concise reports. Giving helpful and engaging presentations. Maintaining and reporting on workplace health and safety compliance. Handling workplace investigations, disciplinary, and termination procedures. Maintaining employee and workplace privacy.
4.	Assistant Manager (Chemistry Lab) Salary upto PKR 55,000/-	c) 16 Years Education by HEC recognized institutes with 2-3 Years' relevant Experience in reputable organization. or d) 18 Years Education by HEC recognized institutes.	Provides medical laboratory diagnostic and therapeutic information, products, and services. Adheres to specimen preparation procedures. Implements new programs, tests, methods, and instrumentation with the help and coordination of the incharge. Establishes quality standards to maintain medical laboratory equipment performance. Maintains medical laboratory productivity by monitoring the workload of functional areas. Completes operational requirements by scheduling and assigning employees. Counsels and disciplines employees as needed to achieve productivity.
5.	Assistant (Admin) Salary upto PKR 36,000/-	a) 14 Years Education by HEC recognized institutes with 2-3 Years' relevant Experience in reputable organization. or b) 16 Years Education by HEC recognized institutes.	Performing basic office tasks, maintaining and updating filing, operating office machines, and arranging equipment maintenance and repairs. Planning and preparing for office events, such as meetings, conferences, and promotional activities. Ordering and distributing office supplies. Maintaining positive relationships with vendors, clients, and coworkers. Reviewing and updating office procedures to reduce errors and costs. Following and enforcing relevant policies, procedures, and regulations.

6.	Assistant (Accounts) Salary upto PKR 36,000/-	a) 14 Years Education by HEC recognized institutes with 2-3 Years' relevant Experience in reputable organization. or b) 16 Years Education by HEC recognized institutes.	Expertise of Accounting software. Perform day to day accounting activities (posting of record in accounting software, maintaining bank books, etc.) Good Mathematical skills and understanding of accounting principles.
7.	Supervisor Café Salary upto PKR 36,000/-	a) 14 Years Education by HEC recognized institutes with 2-3 Years' relevant Experience in reputable organization. or b) 16 Years Education by HEC recognized institutes.	2-3 Year Experience in the field of Event / catering / Banquet Hall Management having good skill in all aspects of a banquet or event, including set-up, food presentation, serving, and cleanup while focusing on detail and quality presentation and customer service. And also have ability to train and coach the official staff. Must be available to work nights, weekends and holidays.
8.	Junior Assistant Salary upto PKR 30,000/-	a) 14 Years Education by HEC recognized institutes b) Experience will be Preferred.	Performing the tasks like wise data entry, answering phones, taking messages, sorting mail, Reviewing and updating office procedures to reduce errors and costs. Following and enforcing relevant policies, procedures, and regulations.