

Associate Administration

KDSP – Karachi



Responsibilities:

- Manage all types of procurements for the office including offices supplies, IT related items, office furniture and others.
- Maintain good relationship with stakeholders especially with suppliers, utility service providers and others.
- Maintenance of office premises including housekeeping, CCTV cameras, office keys, Internet and other equipment.
- Manage Office Petty Cash, assets inventory and other routing accounting task and liaison with head office.
- Maintain all the databases pertaining to the family network, donors, sponsors, team KDSP, strategic collaborators and volunteers at KDSP.
- Ensure timely repair and maintenance of fixtures, fittings, office equipment, etc.
- Provide support during events held inside office premises and outside.
- Make necessary phone calls to the parents for certain events/programs.
- Any other task as assigned by the Management.

Requirements:

- Minimum Intermediate from a recognized Institute/Board.
- 1-2 years of relevant work experience.
- Excellent Administrative skills.
- Strong written and verbal communication skills.
- Strong time management skills.
- Must have a “Can do” approach.
- Must have strong negotiating skills.

To apply, please email your CV at **jobs@kdsp.org.pk**

Please mention the position title in the subject line.



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