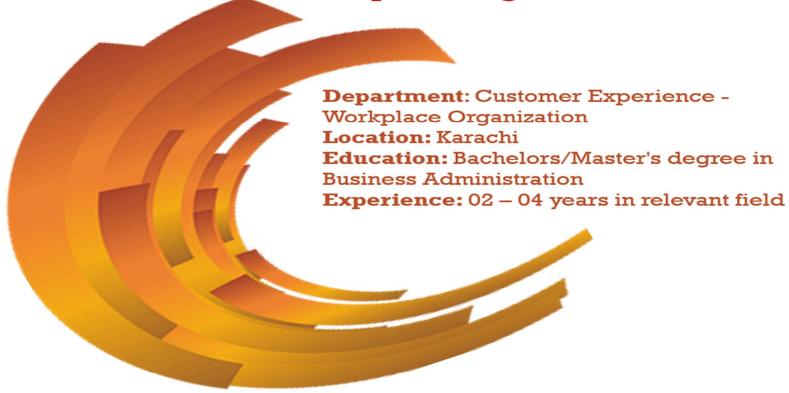


WE'RE HIRING!

Associate / Officer Workplace Organization



Deadline: March 25, 2024 Apply at: careers@llink.net.pk Female candidates are encouraged to apply.





Title: Associate / Officer - Workplace Organization



Job Role & Requirements:

- Provide administrative support to employees, ensuring the upkeep of the facility and general maintenance services.
- Manage employee attendance through the FlowHCM portal.
- · Support the maintenance of the company's premises, including civil works, office renovations, security arrangements, CCTV monitoring facilities, utilities, etc.
- Supervise domestic staff and coordinate with various vendors and service providers.
- Oversee office supplies, stock, and order placement.
- Coordinate maintenance for office vehicles, travel arrangements, and accommodation.
- When necessary, liaise with different real estate agents and property owners for the purchase/lease of any property for company use.
- Assist the marketing unit and HR department in scheduling in-house and external events and reserving meeting venues as required.

At ILINK we believe in equal opportunity & inclusivity for all. We encourage our employees to live a healthy life & work to the best of their potential. For employees to give their best, we offer:

- Modular working options such as flexi-hours
- Continuous training and development
- Quarterly bonuses
- Heavily subsidized lunch and club facilities
- Employee educational support
- Performance bonuses
- Carpool incentive
- On premises gym facility
- In-person/online doctor consultation facility

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