



WE'RE HIRING!

Senior Manager Workplace Organization

Department: Customer Experience -
Workplace Organization

Location: Karachi

Education: Bachelors/Master's degree in
Business Administration, Administrative
Sciences, Management, or related field

Experience: 10 – 12 years in relevant field

Deadline: March 15, 2024

Apply at: careers@1link.net.pk

Female candidates are encouraged to apply.



Title: Senior Manager – Workplace Organization



Job Role & Requirements:

- Lead the team of workplace organization and ensure smooth functionality of administration, workplace facilities, travel arrangements, domestic staff, and all related vendors.
- Oversee office operations and administrative staff members. Responsible to train and evaluate administrative team members.
- Develop, review, and improve policies, systems, and procedures and generally ensure the office operates smoothly and efficiently.
- Manage development projects and timely completion of the projects.
- Ensure maintenance of company assets.
- Assist leadership in new initiatives of the organization and support in identifying new office space, vendor selection and project execution.
- Review and suggest improvements in workplace practices and procedures.
- Prepare MIS/dashboard for Management, as and when required.
- Assist in compiling annual budget information and reports.
- Obtain adequate insurance coverage for all the fixed assets.
- Develop strong relationships with cross-functional teams and departments.
- Oversee special projects and track progress towards the company goals.

At 1LINK 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:

- ① Modular working options such as flexi-hours
- ① Continuous training and development
- ① Quarterly bonuses
- ① Heavily subsidized lunch and club facilities
- ① Employee educational support
- ① Performance bonuses
- ① Carpool incentive
- ① On premises gym facility

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