



WE'RE HIRING!

Associate / Officer Workplace Organization

Department: Customer Experience

Location: Karachi

Education: Bachelors/Master's degree in
Business Administration

Experience: 02 – 04 years in relevant field

Deadline: July 22, 2024

Apply at: careers@1link.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 LINK 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*
- ① *In-person/online doctor consultation facility*

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