

Job Opening: Female Tender & Office Coordinator

Location Islamabad, Pakistan

Company: World Wide Vision Pvt Ltd (WWV)

Job Details

We are looking for a Female Tender & Office Coordinator to join our Islamabad team. This role combines tender/procurement responsibilities with general office coordination, making it ideal for someone organized, proactive, and detail-oriented. A comprehensive training period will be provided, with the position being offered on a minimum 1-year contract basis.

Key Responsibilities

Tender & Procurement

- Search and identify relevant government and corporate tenders.
- Review tender documents and extract key requirements.
- Prepare and compile technical, financial, and compliance documents for submission.
- Coordinate with technical and sales teams for inputs on specifications and pricing.
- Ensure accurate and timely submission of tenders and bids.
- Maintain proper tender documentation and follow up on submitted bids.

Office Coordination

- Manage day-to-day office activities including filing, correspondence, and record-keeping.
- Assist management in scheduling, communication, and office workflow.
- Prepare reports, letters, and presentations as required.
- Coordinate with vendors, suppliers, and internal teams for office-related tasks.
- Support management in ensuring smooth office operations.

Requirements

- Minimum Graduate qualification (Bachelor's degree). Master's degree preferred.
- At least 3 years of relevant experience in tendering, procurement, or office coordination.
- Strong proficiency in MS Office (Excel, Word, PowerPoint).
- Prior experience in Tendering/Procurement is essential.
- Excellent communication skills (verbal & written).
- Strong organizational and time management abilities.
- Ability to handle multiple tasks and meet strict deadlines.
- Proactive and detail-oriented personality.

How to Apply

Fill the Application form on www.wwvpk.com/careers and we will be in touch!