

Job Opening: Office Manager

Location Islamabad, Pakistan

Company: World Wide Vision Pvt Ltd (WWV)

Job Details

We are looking for an Office Manager to lead and supervise our office operations team. This role requires an experienced professional who can oversee tender submissions, procurement activities, and day-to-day office work. The Office Manager will be responsible for managing a small team, ensuring smooth workflows, and reporting directly to senior management. A comprehensive training period will be provided, with the position being offered on a minimum 1-year contract basis.

Key Responsibilities

Team & Office Management

- Supervise and lead the Office Coordinators, ensuring task allocation and timely completion.
- Monitor performance, provide feedback, and support staff development.
- Oversee daily office operations, workflow, and coordination among departments.
- Maintain professional standards of documentation, filing, and reporting.
- Actively participate in preparing and finalizing bids alongside the team, ensuring accuracy and compliance.

Tender & Procurement Oversight

- Guide and review team's work in searching, preparing, and submitting tenders.
- Ensure compliance with submission requirements and deadlines.
- Oversee procurement-related activities, vendor registrations, and official correspondence.
- Liaise with clients, vendors, and government departments as required.

Administration & Reporting

- Ensure smooth communication and coordination between office staff and management.
- Prepare reports for management on tenders, procurement, and office operations.
- Support management in planning, decision-making, and project coordination.
- Ensure efficient office environment with strong attention to deadlines and priorities.

Requirements

- Minimum Education: Bachelor's degree (Business/Management/IT). Master's degree preferred.
- Experience: At least 5 years of professional experience with 2+ years in a supervisory or managerial role.

- Strong background in office management, administration, or coordination.
- Knowledge of tenders/procurement processes is an advantage.
- Excellent leadership, organizational, and time management skills.
- Proficiency in Microsoft Office Suite.
- Strong communication and interpersonal abilities.

How to Apply

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