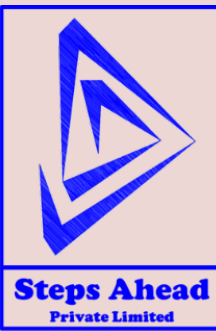


# STEPS AHEAD IS URGENTLY HIRING “ADMIN & SECURITY COORDINATOR” FOR A FASTEST GROWING FMCG/FOOD DISTRIBUTOR (CITY : LAHORE, LOCATION : GAJJU MATTAH)



## Admin & Security Coordinator

- **ONLY FOR RETIRED ARMY/NAVY/AIRFORCE/POLICE/RANGERS PERSONNELS**
- Education: Graduate (minimum)
- Experience : Atleast 02 years in Warehouse environment.
- Age: 30 to 40 years
- Salary: Rs. 35,000 to Rs. 40,000
- Duty Timings: **9 am to 6 pm (as per requirement)**

### Key Responsibilities:

- Candidate will be responsible to assist our warehouse team in :
  - Vendor Management
  - Procurement of office supplies
  - Enrolment of new staff
  - Supervising cleaning & security services etc.

### Skills Required:

- Possess strong interpersonal, analytical and multi-tasking skills.
- A lot of empowerment will be given in this role hence the resource should be good at accountability, responsibility should have strong bias for action.
- Administrative & Management skills
- MS Office

Candidates having relevant experience and qualification may share the updated profile at [Inam-ul.ghani@stepsahead.com.pk](mailto:Inam-ul.ghani@stepsahead.com.pk) mentioning “Admin & Security Coordinator - Lahore” in subject line, till 9<sup>th</sup> August 2021 OR WhatsApp your cv at 0335-2220168