

AIMPOS (PVT) LTD

Be our Office Manager and Elevate Efficiency at Aimpos (Pvt) Ltd.

Company Overview

At Aimpos (Pvt) Ltd., we're pioneers in the POS industry. Utilizing cutting-edge technology to empower business and fuel their success in the UK. Join our experts committed to delivering an outstanding team of experts dedicated to driving success for our UK clients.

Description

As the Office Manager, you will be the pillar of our operations, creating a seamless and organized work environment. Your leadership will be important in enhancing our efficiency and thrusting our growth.

Main Responsibilities

- Supervise day-to-day office activities, fostering a productive and welcoming workspace.
- Lead and support team members, nurturing their professional development and performance.
- Collaborate with Team Leaders to optimize processes and communication for greater effectiveness.
- Manage office operation budgets and oversee supplies.
- Implement and uphold office policies in alignment with our company's core values.

Qualifications

- Bachelor's degree in relevant field. Knowledge of IT will be an added advantage.
- Previous experience in office management, showcasing strong leadership skills.
- Proficiency in organizing and multitasking in a fast-paced environment.
- Exceptional verbal and written communication skills in English.
- Experience in Point-of Sale (POS) technology, Retail technology or payment system is an advantage.

Compensation and Benefits

- The salary is competitive and commensurate with experience.
- Monthly and annual bonuses based on performance.

Application Process

To apply, please submit your resume and a cover letter highlighting your relevant experience to management@aimpos.co.uk. The application deadline is 30th August 2023. For inquiries, please get in touch with Pathma Alexander at pathma@blxtech.co.uk.

Join us in driving excellence at Aimpos (PVT) LTD., as our Office Manager. Make a profound impact and contribute to our journey of innovation!

