

Job Title: Admin Officer

Location: Peshawar

Job Type: Full-time

About DYNIMAX Intermedia Ltd:

DYNIMAX Intermedia is a premier multimedia and IT company based in Peshawar and London, known for its innovative approach and commitment to quality in video production, animation, and digital marketing.

Job Overview:

We are looking for an efficient Admin Officer to manage the daily administrative tasks and support office functions. The ideal candidate will have excellent organizational skills and a keen attention to detail.

Key Responsibilities:

- Manage office administrative tasks including filing, correspondence, and supply orders.
- Maintain office facilities, ensuring they are clean, organized, and well-equipped.
- Taking care of all facilities and utilities.
- Handle internal communication and serve as a liaison between departments.
- Assist with the coordination of office events, meetings, and travel.
- Support the management team with various administrative tasks.

Qualifications:

- Bachelor's degree in administration or a related field.
- Minimum 1 year of experience in an administrative role.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and meet deadlines.
- Proficiency in Microsoft Office Suite.

Why Work at DYNIMAX?

- Competitive salary packages.
- Opportunities for growth and advancement.
- Dynamic and creative work environment.
- Chance to collaborate with international clients.
- Pension.

How to Apply:

Send your resume and cover letter to hr@dynamax.com with the position title in the subject.

Shortlisting and interviews will be conducted on a revolving basis. CVs will be kept in a databank for future opportunities.