

Advanced Mechanical and Electrical Services Ltd is hiring an Administrative Officer!

Advanced Mechanical and Electrical Services Ltd (AMES Ltd) is an engineering consultancy firm established in 2004 by Mr. Ahad Jhumka, and has since been a fast-expanding company that specialises in the building services/power industries through the following activities:

- Building Services Engineering
- Close supervision of construction sites
- Carry out estimates of proposed installations together with BOQs and tender documents.
- Offers training in Engineering, project management, strategic management.
- Working in close collaboration with specialized local and international consultants, suppliers, and contractors for additional expertise.
- BIM modelling

Situated at Hurdowar Street, Rose Hill

Duties of the candidate are as follows:

- Handle and coordinate active calendars and office works.
- Schedule and confirm meetings.
- Ensure file organisation based on office protocol.
- Provide ad-hoc support around office as needed.
- Handle the salary and vat return.
- Liaising with authorities, clients and other stakeholders.
- Preparing the document for the Managers
- Preparing quotation and tender document
- Involving in the marketing strategy of the institution

We are currently looking for degree holders in:

BSc (Hons) Management

BSc (Hons) Human Resource Management

BSc (Hons) Marketing Management

Duration: Full time

Experience: At least 2 years of experiences or Fresh Graduates

Remuneration: Remunerated

Working Days/ Time: From Monday to Friday- 8:30 to 5: 15pm

Send your CV/ Motivation Letter on: admin@amesltd.com

By: 10 April 2025

Learn more on their company: <http://amesltd.com/>

LinkedIn: <https://www.linkedin.com/company/advanced-mechanical-electrical-services-ltd/posts/?feedView=all>