



DIRECTORATE OF INDUSTRIAL LIAISON

NED University of Engineering & Technology

University Road, Karachi-75270 Pakistan

Tel: (+92-21) 99261261-8, Ext: 2274, 2218, Email: dil@neduet.edu.pk



'SAY NO TO CORRUPTION'



28-07-2025

Assistant Manager Administration

Job Purpose:

To ensure smooth coordination of daily operations within the facilities team by managing technician shifts, staff updates, internal communication, and reporting. The role also supports documentation, presentation preparation, and designing organizational charts for team structuring and clarity.

Key Responsibilities:

Operational & Shift Coordination:

- Prepare and manage shift rosters and ensure smooth daily deployment of technicians across all locations.
- Maintain and regularly update technician transfers, role changes, and reporting lines.
- Track and resolve attendance gaps, shift swaps, and urgent manpower requirements.
- Coordinate with HR and Admin for timely processing of staff movements and updates in records.

Communication & Documentation:

- Draft professional emails and internal communication on behalf of the Facilities team.
- Ensure timely communication of shift plans, technician deployment, and operational updates to all stakeholders.

Reporting & Presentations:

- Prepare monthly reports and PowerPoint presentations for performance reviews, manpower deployment, and task tracking.
- Support in developing SOPs and maintenance tracking sheets as needed.

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Organization Structure & Team Mapping:

- Design and maintain updated organization charts for the Facilities & Engineering teams.
- Document and revise team structure based on new joiners, internal transfers, or role restructuring.

Support Functions:

- Assist in coordinating **preventive maintenance schedules** and minor repair works.
- Maintain records of daily tasks, technician assignments, and facility issue logs.
- Support during inspections, audits, or emergency escalations.

Qualifications:

- Bachelor's degree in Mechanical, Electrical, or Civil Engineering.
- 1–3 years of relevant experience in facility operations, coordination, or engineering support roles.

Key Skills:

- Strong coordination and scheduling abilities.
- Proficient in MS Excel, PowerPoint, and MS Word.
- Familiar with email drafting, documentation, and professional correspondence.
- Basic knowledge of org chart designing tools (e.g., PowerPoint, Visio, or Excel).
- Good communication skills and attention to detail.
- Ability to multi-task, work under pressure, and meet deadlines.

Interested candidates can apply at nida.khan@dolmengroup.com



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