

Office Manager (Mechanical Engineer Preferred)

Description

We are looking for a capable and dependable Office Manager to join a small, dynamic team working on high-value projects in the oil and gas and airport development sectors. This role is ideal for a graduate engineer—preferably in mechanical engineering—who enjoys both administrative responsibilities and strategic involvement in project execution.

You will work directly with the company's owner, supporting both daily operations and project oversight. This is not a back-office role — you'll have a seat at the table and play a central part in how the business runs.

Responsibilities

- Oversee day-to-day office operations and ensure smooth internal workflows.
- Coordinate with vendors, contractors, and technical teams on ongoing projects.
- Support the owner with scheduling, documentation, and project follow-ups.
- Manage procurement tracking, tender submissions, and basic compliance matters.
- Assist in research and reporting on new business opportunities or expansion areas.

Qualifications

- Bachelor's degree in Mechanical Engineering (preferred but not mandatory).
- 2–4 years of experience in engineering, project coordination, or office administration.
- Excellent organizational, written, and communication skills.
- High level of integrity, responsibility, and the ability to work independently.
- Comfortable working closely with company leadership in a small, fast-paced environment.

Job Benefits

- Get direct exposure to leadership and strategic decision-making.
- Work on impactful infrastructure projects in Pakistan's growth sectors.
- Be part of a tight-knit team where your work has visible impact.

Contacts

To learn more or to apply, email hr@inspurate.com or hit Apply Now below.

Hiring organization

Inspurate Business Services

Employment Type

Full-time

Beginning of employment

1st May, 2025

Industry

Oil and Gas

Job Location

75500, Karachi, Sindh, Pakistan

Working Hours

Monday through Saturday, 9 am to 5 pm.

Date posted

April 29, 2025

Valid through

06.05.2025