

KOMATSU

Komatsu Pakistan Soft

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Position Title GA Coordinator

Why should you join Komatsu Pakistan Soft?

Komatsu Pakistan Soft is a fully owned subsidiary of Komatsu Limited Japan, and we are a part of Komatsu Group of Companies. Komatsu Pakistan Soft (Pvt.) Limited is into operation since 1999. We excel in providing enterprise software application solutions, IT consultancy and outsourcing services. Our vision, utter commitment, sheer dedication, unmatched teamwork and customer-centric approach have helped us evolve into a forerunner of innovation and ingenuity within Komatsu group as well as across the global IT industry.

Industry	General Administration & HR
Employment Type	This is a full-time on-site Permanent role, 05 days a week
Job Level	This is a mid-level role with 02-03 years of experience
Education	BBA relevant management degree
Location	G-8, Islamabad

About Your Role:

As a GA Coordinator, you will be responsible for ensuring the smooth and efficient operation of administrative services, facilities management, vendor coordination, and workplace support functions. You will play a key role in maintaining a productive and well-organized work environment, managing administrative resources, supporting company events and business activities, and facilitating effective coordination between employees, management, vendors, and external stakeholders.

Your Impactful Goals Will Include:

- Coordinating with vendors, service providers, and procurement teams to ensure the timely delivery of administrative services and supplies.
- Overseeing catering, printing, and other administrative service providers to meet business requirements.
- Arranging travel, accommodation, transportation, and logistical support for employees, visitors, and foreign delegations.
- Supporting the planning and execution of meetings, events, CSR activities, workshops, and corporate functions.

- Maintaining administrative records, contracts, vendor documentation, and asset registers.
- Assisting in budget monitoring, expense tracking, audits, and compliance activities.
- Managing office correspondence, courier services, and general administrative communications.
- Managing office supplies, inventory, facilities, housekeeping, maintenance, and company assets to ensure smooth day-to-day operations.
- Serving as the primary point of contact for administrative support and ensuring the timely resolution of workplace-related issues.
- Building and maintaining effective relationships with management, employees, vendors, and external stakeholders to enhance operational efficiency and service quality.

Functional Skills Requirement:

- Bachelor's degree in Business Administration, Management, or a related field.
- 2–3 years of experience in administration, facilities management, or office operations.
- Experience in vendor management, procurement coordination, and event logistics.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
- Strong organizational, communication, and coordination skills.
- Ability to manage multiple priorities in a fast-paced environment.