



<https://jobs.baaghiv.com/job/pakistan-expo-centres-private-limited-jobs/>

Pakistan Expo Centres Private Limited Jobs | Manager / Head of Procurement

Description

Pakistan Expo Centres Private Limited Invites applications from Pakistani Nationals for the following positions

Responsibilities

- Manager / Head of Procurement
- Manager / Head of Sales & Marketing
- Manager / Head of HR & Admin
- Chief / Senior General Manager Engineering
- Executive Security

Qualifications

The aforesaid Job announcement is published in the newspaper. Last date to submit the applications is **December 18, 2021**. For more details about the vacancies, Please see below Job Advertisement for job descriptions, job requirements (e.g. experience, qualification, and age limit), and other perks and privileges' offered by the department.

Contacts

Hiring organization

Pakistan Expo Centres Private Limited

Employment Type

Full-time

Industry

Federal Government

Job Location

Johar town, Lahore, Punjab, Pakistan

Date posted

December 3, 2021

Valid through

20.12.2021

PROFESSIONALS REQUIRED

Pakistan Expo Centres Private Limited is a corporate entity with the shareholdings of Federal Government and Provincial Governments of Pakistan. The company is mandated to develop and manage Expo Centres in major cities of Pakistan with the objective to promote various sectors of economy through trade exhibitions, consumer fairs and conferences. Lahore International Expo Centre was the first project of the Company, which is successfully operational since 2010. The company is engaged in the development of another Expo Centre at Peshawar while working for construction of Expo Centre for Quetta has also been started. The company is seeking dynamic individuals to fill senior level positions in different departments as per following details:

MANAGER/HEAD OF PROCUREMENT

Qualification: The ideal candidate must possess a Master's Degree in Supply Chain Management/Public Administration from top ranking HEC recognized institution. Legal degree and experience will be an additional advantage.

Age: Maximum 45 years as on application submission deadline date.

Experience: At least 10 years of experience with minimum 5 years in the same senior managerial position in Procurement & Contract Management preferably in Public Sector Company/Government Department.

Proven track record in preparation of Bidding Documents, Bid Invitation & evaluation, contract negotiation and award of contract for construction projects. Must have experience in the areas of hiring of consultancy and general services, local & foreign procurements. Sound time-management, organizational skills & strong negotiation skills are expected. Must possess strong knowledge of PPRA Rules & Regulations & computer literate with experience in MS Office.

MANAGER/HEAD OF SALES & MARKETING

Qualification: The ideal candidate must possess a Master's degree in Business Administration/Public Administration/Marketing from top ranking HEC recognized institution.

Age: Maximum 45 years as on application submission deadline date.

Experience: At least 10 years of experience with minimum 5 years in the same senior managerial position in relevant field from a well reputed organization. Manager/ Head of Sales & Marketing must possess experience in the Event Management/Marketing and will manage both marketing and sales staff. An accomplished and highly skilled leadership professional, the ideal candidate will be responsible for identifying marketing opportunities and planning and implementing new sales plans. Must be computer literate with experience in MS Office.

MANAGER/HEAD OF HR & ADMIN

Qualification: The ideal candidate must possess a Master's degree in Business Administration/Public Administration major in HR Management from top ranking HEC recognized institution.

Age: Maximum 45 years as on application submission deadline date.

Experience: At least 10 years of experience in the relevant field with minimum 5 years in the same senior managerial position in large corporate sector firm(s), preferably in Public Sector Company/Government Department.

Maintain & update the job requirements and job description for all positions. The person will be responsible for all HR & Admin functions including Recruitment & Selection, Induction & Orientation, Training & Development, and Compensation Management of the staff & must be computer literate with experience in MS Office and administrative matters.

Manager HR & Admin will be responsible for the end to end HR Management, Administration, Coordination, design and evaluation of HR & Admin functions. Manager HR & Admin will also look after office administration, maintain relations with all the Government Agencies including Ministries, Familiar with public sector laws, rules policies and regulations.

CHIEF/SENIOR GENERAL MANAGER ENGINEERING

Qualification: The ideal candidate must possess a minimum Bachelor's degree in Civil Engineering or Master's degree in Civil Engineering or civil related disciplines from top ranking HEC recognized institution. Possession of PMP (Project Management Professional) certification will be an added advantage. The candidate must be registered with Pakistan Engineering Council (PEC).

Age: Maximum 55 to 60 years as on application submission deadline date.

Experience: Having minimum 20 years of experience in case of M.Sc. in Civil Engineering or civil related disciplines minimum 25 years in case of B.Sc. in Civil Engineering, with minimum 10 years in a senior position in construction planning, Construction Management/Supervision and Contract Administration of large building construction projects involving Civil, Mechanical, Electrical, Plumbing, HVAC and Building Infrastructure works. The candidate should also have minimum 10 years specific experience in similar position preferably in a Public Sector consultancy firm/organization.

Must be experienced in the construction of Pre-Fabricated Building Structure and High Rise Buildings and should possess excellent knowledge of the operation and maintenance of building systems.

Must be well versed in different phases of construction projects including preparation of Bidding/Tender documents (Preparation and analysis of BOQ, Technical Specifications, conditions of contract etc.), Bid invitation, Bid evaluation, Contract negotiation and award of contract.

It is expected that the applicant must have sound time-management, organizational & negotiation skills. Knowledge of PPRA Rules & Regulations is a must & computer literate with experience in MS Office.

EXECUTIVE SECRETARY

Qualification: The ideal candidate must possess a MBA/Master in Mass Communication/ Master in English Literature from top HEC recognized institution.

Age: Maximum 45 years as on application submission deadline date.

Experience: Highly motivated and proactive individual, with minimum 10 years of experience in well reputed public sector organizations. The ideal candidate will handle CEO's Office correspondence and should be proficient in MS Office Applications. Must have excellent verbal, written & drafting skills and should be efficient in organizing official documents and handling visitors. Ability to work independently and willingness to work with peers to ensure timely, efficient and consistent coordination for the assigned tasks is a must.

NOTE

- Candidates must send their applications along with complete bio data/CV, copy of CNIC, copy of and a latest passport size photographs through registered courier or email at ahmad@pakexcel.com within fifteen (15) days of the publication of this advertisement.
- Please mark the envelop with the position applied for.
- Only short listed candidates will be called for interviews. Incomplete/delayed applications will not be entertained.
- No TA / DA will be admissible for interview.

HR & ADMIN DEPARTMENT

PAKISTAN EXPO CENTRES PRIVATE LIMITED

1-A, JOHAR TOWN, LAHORE. UAN: 111-092-042

Website: www.pakexcel.com, Email: ahmad@pakexcel.com, info@pakexcel.com



