

Job Opportunities

Expo Lahore (Pvt.) Limited is seeking the services of individuals in following categories:

1. Assistant Admin Officer
2. Assistant Procurement Officer
3. Facility Maintenance Inspector
4. Security Guards
5. Maintenance Helpers
6. Cleaners
7. Gardeners

For detail of Job information, please visit our below-mentioned website. Interested candidates must send their applications along with their CV and a passport size photograph through courier to the undersigned within ten (10) days of the publication of this advertisement. Only shortlisted candidates will be called for interview. No TA/DA is admissible for interview.

HR & ADMINISTRATION OFFICER
EXPO LAHORE (PVT.) LIMITED, 1-A, JOHAR TOWN, LAHORE
UAN: 111-092-042 www.expolahore.com

JOB OPPORTUNITIES

1. Assistant Admin Officer

Qualification:

B.A/B.Com or equivalent

Job Description:

- To prepare, gather, review and maintain reports, forms, records, supporting documentations and other information needed with respect to assigned administrative responsibilities
- To assist in the activities related to administration by keeping necessary record/documentation
- To maintain files of source documents or other information

2. Assistant Procurement Officer

Qualification:

Preferably B.Com

Job Description:

- Planning and managing the office procurement activities
- Coordination with all Departments of the Company i.e HR & Administration, Accounts, Stores & Inventory etc. to ensure proper material management
- To prepare Purchase and Work Requisitions and to carry out procurements Accordingly
- Managing payments against procurement invoices
- Administer the process of

3. Facility Maintenance Inspector

Qualification:

B.A /B.Com or equivalent

Job Description:

- To supervise facility maintenance services/activities including cleaning, gardening, plumbing etc.
- Assign tasks to the (support) staff responsible for facility maintenance activities, during and

after events

- Making sure the safe keeping and maintenance of the equipment's related to facility maintenance
- Coordinate with other Departments of the Company in providing facility maintenance services

4. Security Guards

Qualification:

Knows the basic skills of security job

Job Description:

- Security job at Expo Centre Lahore

5. Maintenance Helpers

Qualification:

Knows the basic skills to work as helper

Job Description:

- To assist the Engineering & Maintenance department

6. Cleaners

Qualification:

Knows the basic skills of cleaning

Job Description:

- To maintain the general cleaning of facility and washrooms

7. Gardeners

Qualification:

Knows the basic skills of gardening

Job Description:

- To maintain the plants and green areas

Note:-

- Above mentioned positions are on contractual basis and will be filled in accordance with the requirement in near future.
- Preferred age for above positions are 20 to 25 years with 2 to 3 years job experience. Good physical health and personality with also be an added advantage for the candidate.
- CNIC is mandatory for all the positions.
- Only short listed candidates will be called for interview.
- No TA/DA will be admissible for interview.

HR & ADMINISTRATION OFFICER

EXPO LAHORE (PVT) LIMITED

1-A, JOHAR TOWN, LAHORE.

UAN: 111-092-042

www.expolahore.com