

PROFESSIONALS REQUIRED

Pakistan Expo Centres (Private) Limited formerly Expo Lahore (Private) Limited is a corporate entity working with the mandate to design, develop, operate and promote state-of-the-art Expo Centres along with allied facilities in various cities of Pakistan. Presently, Lahore International Expo Centre is operational since May 2010. The Centre is providing a platform of international standard to the manufacturers, exporters, traders and service providers to effectively introduce and market their products and services through trade exhibitions, fairs and conferences. The company is seeking the services of Professionals for the following positions:

QUANTITY SURVEYOR

Qualification	Three Years Diploma of Associate Engineer (Civil).
Experience	Preferably more than 5 years experience to work out quantities Infrastructure Development Works, large scale Building Construction and landscaping works etc according to design, drawings and specifications at project site.

INSPECTOR ENGINEERING WORKS

Qualification	Three Years Diploma of Associate Engineer in (Civil or Mechanical or Electrical).
Experience	Preferably more than 5 years relevant experience to monitor large scale Building Construction works according to design, drawings and specifications at project site.

MIS OFFICER

Qualification	Bachelor's degree in Computer Science or Equivalent from a HEC recognized institute.
Experience	Preferably more than 5 years relevant experience with sound knowledge / skills related to the development & maintenance of software's i.e. Accounting, Payroll, Inventory, Fixed Assets, Sales, HR and Procurement. Oracle applications proficiency will be an added advantage.

ACCOUNTS OFFICER

Qualification	Bachelor's degree in Commerce or Equivalent from a HEC recognized institute.
Experience	Preferably more than 5 Years experience in the field of accountancy. The Candidate must have thorough knowledge of General Ledger, Payroll, A/P, A/R, Assets and inventory modules of computerized accounting systems. Experience with reputable Construction Company would be an additional advantage.

ADMIN OFFICER

Qualification	Graduate or Equivalent from an HEC recognized institute.
Experience	Preferably more than 5 years relevant experience along with computer proficiency and having good command of MS Office.

ASSISTANT ADMIN

Qualification	Intermediate or Equivalent.
Experience	Preferably more than 3 years relevant experience along with computer proficiency and having good command of MS Office.

Note:

- Candidates must send their applications along with complete bio data and three (3) latest passport size photographs through registered courier to the undersigned within ten (10) days of the publication of this advertisement.
- Only short listed candidates will be called for interview.
- No TA/DA is admissible for interview.



HR & ADMINISTRATION OFFICER
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