



EXPO LAHORE (PVT.) LIMITED

Joint Stock Company owned
by the Government of Pakistan
and the Government of Punjab.



SITUATIONS VACANT

Applications are invited from the candidates for under mentioned positions on contract basis.

Name of the Post: FRONT DESK OFFICER (FEMALE)

No. of Posts: 01

Age Limit: 18-25 Years

JOB REQUIREMENTS AND RESPONSIBILITIES:

- Candidate should be Graduate in any discipline with 1-2 years of relevant experience.
- Candidate should be smart, sincere, well mannered, intelligent and good customer service oriented.
- To manage the front-office of the Company and to maintain the record of Office Correspondence.
- To maintain the record of visitors.
- To operate the PABX and to maintain the record of telephone calls.
- Receive and dispatch all office documents.
- Day to day administrative jobs.
- The incumbent must have a strong capability to manage any office dealings.

Name of the Post: STORE KEEPER

No. of Posts: 01

Age Limit: 25-30 Years

JOB REQUIREMENTS AND RESPONSIBILITIES:

- The incumbent must be B.Com with minimum 5 years experience in any industrial/commercial set up.
- Must be computer literate.
- To keep account of the assets of Expo Lahore (Pvt.) Limited (ELPL).
- Keeps records of all official documents in different files and folders in accordance with established procedure.
- Makes daily data entries for accurate inventory controls.
- To keep full record of issued and received items by maintaining a proper computerized record.
- To issue various office related documents and stationery items.

Name of the Post: SUPERVISOR/SITE INSPECTOR

No. of Posts: 01

Age Limit: 30-40 Years

JOB REQUIREMENTS AND RESPONSIBILITIES:

- The incumbent must be F.Sc./D.A.E (Mechanical) with 5-10 years of relevant experience.
- Site checking and for assistance of Mechanical Engineer.
- Physical inspection/testing of the equipment & machinery.
- Ensuring erection, commissioning & maintenance as per specified standards of the equipment & machinery.
- Ensuring physically the specified standards of duct manufacturing, insulation etc.

Name of the Post: SUPERVISORS (CIVIL WORKS)

No. of Posts: 03

Age Limit: 25-30 Years

JOB REQUIREMENTS AND RESPONSIBILITIES:

- The candidate should be F.A/Matric with minimum of 5-6 years of relevant experience.
- To supervise and ensure the quality control of ongoing activities as directed/instructed by the Site Inspector/Engineer such as:
- Use of designated quantity of cement as per the design mix.
- Control on the measurement C/Aggregate, sand admixture w/c ratio.
- Ensuring the use of approved/tested materials.
- Compliance by the Contractor of the given instructions by the Site Inspector and any other assistance on site to the Site Inspector for various activities concurrently going on.

Name of the Post: LABORATORY TECHNICIAN

No. of Posts: 01

Age Limit: 30-45 Years

JOB REQUIREMENTS AND RESPONSIBILITIES:

- The ideal candidate should be F.Sc./Matric with minimum of 5-10 years of relevant experience.
- To assist Material Engineer regarding:
- Conducting site compaction tests.
- Collect samples of incoming materials.
- Sampling of cone, steel, bricks and other materials being used at site.
- Maintenance of proper testing records.
- Ensuring the quality standards and instructions of Material Engineer.

We offer a handsome salary package with fringe benefits and excellent growth opportunities in a corporate environment.

Desired candidates must send their applications along with complete bio-data and three (3) latest passport size photographs to the undersigned not later than April 7, 2007. After this date, no application will be entertained.

Only short listed candidates will be invited for interview.

Manager Finance & Administration

Expo Lahore (Pvt.) Limited

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