

CAREER OPPORTUNITIES

EVENTS CO-ORDINATOR

- Required Qualification:** Master Degree in Marketing or equivalent from HEC recognized institution.
- Experience / Skills:** 4-5 Years relevant experience. Computer proficiency is mandatory.
- Job Description:** Planning & coordination in order to manage & holding of trade fairs, exhibitions and corporate events in Expo Centre Lahore.

ASSISTANT ACCOUNTS OFFICER

- Required Qualification:** B.Com or equivalent from HEC recognized institution.
- Experience/Skills:** 2-3 Years relevant experience with proficiency in using M.S Office.
- Job Description:** Recording of accounting transactions in Computerized Accounting System. Reconciliation of Banks, Suppliers and Contractors. Preparation of Bank & Cash Book.

- Desired candidates must send their applications along with complete bio data and three (3) latest passport size photographs through registered courier to the undersigned no later than **September 05, 2007**. After this date, no application will be entertained.
- Please clearly mention the name of the post for which you are applying on the envelope/CV/application.
- Expo Lahore (Pvt.) Limited is an equal opportunity employer. Females are highly encouraged to apply.
- Only short listed candidates will be called for interview.

HR & ADMINISTRATION OFFICER
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