

JOB OPPORTUNITIES

Pakistan Expo Centers 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 Centers 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 positions in different departments as per the following details:

S.#	Posts	No. of Position	Qualification/ Experience	Max. Age Limit (Year)
1	Manager HR & Admin		<u>Qualification</u> - The ideal candidate must possess a minimum 16-year Bachelor's degree from an HEC-recognized university, preferably in Human Resources, Business Administration, Management, or a related field. An 18-year MS/Master's degree in a relevant discipline will be preferred. <u>Experience</u> Minimum 10 years of relevant experience, preferably in a public-sector organization, corporate environment or large-scale facility/venue management organization. Well-versed in the overall management of HR and administration, with hands-on exposure to most, though not necessarily all, of the following: recruitment, employee relations, performance management, HR policies, disciplinary matters, workforce planning, training & development, and administrative operations. Good communication and report writing skills, with an ability to manage HR as well as the Admin function proactively.	45
2	MANAGER FINANCE		<u>Qualification</u> The ideal candidate must possess a degree of CA (Finalist)/ACMA/ACCA from an HEC-recognized institution. <u>Experience:</u> - Minimum 10 years of relevant experience, preferably in a corporate/public-sector organization including 4 years of post-qualification experience is required. - Hands-on exposure to Financial planning and reporting, budgeting, accounts, taxation, audit coordination, cash-flow management, financial controls and compliance with applicable rules and regulations relating to Public Sector Entities.	45
6	Manager Business Development		<u>Qualification:</u> The ideal candidate must possess a minimum 16-year Bachelor's degree from an HEC-recognized university preferably in Business Administration, Marketing, Sales, Event Management, or a related discipline.	45

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			An MS/Master's degree in a relevant discipline will be preferred. Experience: Minimum 08 years of relevant experience in business development, sales, marketing or client relationship management with a demonstrated record of revenue generation. Experience of exhibition, conference or venue sales will be preferred; however, candidates from hotel and hospitality, media and advertising, real estate or corporate sales backgrounds are encouraged to apply. Experience will be assessed for its relevance to the requirements of this position irrespective of the sector or industry in which it was gained. Development and execution of the annual event calendar and venue sales plan, acquisition and retention of exhibition organizers, corporate clients and sponsors, negotiation of venue rental and service contracts, achievement of assigned revenue targets, market research on trade sectors and exhibition trends, liaison with trade bodies, chambers of commerce and government stakeholders, and preparation of proposals, rate cards and management reports.	
7	Manager Civil		Qualification: The ideal candidate must possess a minimum 16-year Bachelor's degree in Civil Engineering from an HEC-recognized institute/university. Registration with the Pakistan Engineering Council will be preferred. Experience: Minimum 08 years of relevant experience in civil works execution, construction supervision and building maintenance, preferably on public-sector development projects or large-scale commercial, venue, real estate development or facility management organizations. Supervision of civil works on the Company's development projects, review of drawings, BOQs, cost estimates and tender documents, coordination with design consultants and contractors, monitoring of construction quality, progress and site safety, verification of measurements and interim payment certificates, planning and execution of repair and maintenance of Expo Centre buildings, structures, roads, parking and external works, and compliance with PPRA rules and applicable building codes.	45
8	Manager MEP		Qualification: The ideal candidate must possess a Bachelor's degree in Electrical or Mechanical Engineering from an HEC recognized institute/university. Registration with the Pakistan Engineering Council will be preferred. Experience:	45

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			Minimum 10 years of relevant experience in MEP works, installation, commissioning, operation and maintenance of building services, preferably in large-scale commercial buildings, exhibition or convention venues, hotels or industrial facilities. Operation and maintenance of HVAC, electrical distribution, standby generators, lifts, plumbing, fire detection and firefighting and low-current systems, review and supervision of MEP works on the Company's development projects, preparation of technical specifications, BOQs and technical evaluations, planning of preventive maintenance schedules and energy management, ensuring uninterrupted power supply and technical readiness during exhibitions and events, coordination with utility authorities, vendors and service contractors, and compliance with statutory safety requirements.	
4	Assistant Manager ERP		Qualification: The Ideal candidate must possess a Bachelor's/Master's degree in Computer Science, Information Technology, Software Engineering, MIS or a relevant discipline from HEC recognized Institutes. Experience: Minimum 03 years of relevant experience in ERP implementation, administration, support and business process management. • Administer, monitor and support SAP Business One modules and day-to-day ERP operations. • Provide functional support to Finance, Procurement, Inventory, Sales, Administration and other business users. • Analyze and resolve SAP B1 transactional, master-data and reporting issues. • Configure and maintain SAP B1 settings, users, authorizations and business processes. • Develop and execute SAP HANA/SQL queries, reports and management information as required. • Support integration and reconciliation of General Ledger, Accounts Payable, Accounts Receivable, Inventory and Fixed Assets. • Monitor data integrity, document flows and posting accuracy within SAP B1. • Coordinate with SAP consultants, implementation partners and other vendors for system enhancements and issue resolution. • Assist in ERP implementation, upgrades, customization, testing and deployment of new functionalities.	40

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			• Prepare functional specifications, user manuals and system documentation. • Conduct user training and provide guidance on SAP B1 best practices. • Monitor ERP performance, backup/DR arrangements and coordinate with IT for infrastructure-related matters. • Identify opportunities for process automation, controls improvement and enhanced management reporting.	
5	Network Operator		Qualification: Bachelor's degree/Diploma in Computer Science, Information Technology, Networking or a relevant discipline. Relevant professional certifications will be an added advantage. Candidates with strong hands-on network/IT support experience and relevant certifications (e.g., CCNA, MCSA) but without a formal degree may also be considered, given adequate practical exposure. Experience: Minimum 02 years of relevant experience in network operations, • Monitor and maintain LAN/WAN and network infrastructure. • Configure and troubleshoot switches, routers, Wi-Fi and other network devices. • Monitor network performance, connectivity and availability. • Monitor system logs and security alerts and coordinate resolution of incidents. • Assist in server backup, disaster recovery and business continuity activities. • Coordinate with vendors and service providers for network, server and IT infrastructure support. • Monitor network performance, connectivity, bandwidth utilization and security. • Install, configure and maintain Windows/Linux servers and related services. • Manage Active Directory, DNS, DHCP, Group Policies and user accounts. • Diagnose and resolve network-related issues promptly. • Maintain network documentation, configurations and inventory. • Provide technical support to users regarding connectivity and network services. • Coordinate with Internet Service Providers and vendors for network-related issues.	40

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			• Ensure availability and reliability of critical IT systems and network services. • Ensure network security, backup connectivity and operational continuity. • Ensure compliance with organizational IT policies, security standards and procedures.	