



JOB OPPORTUNITIES

Board of Management Sundar Industrial Estate (BOM-SIE) working under Punjab Industrial Estates Development & Management Company (PIEDMC) registered under Section 42 of Company Ordinance 1984, is a Semi-Government Organization looking for following vacancies for its office at Sundar Industrial Estate.

Manager (Electrical):

No. of Positions (01)

Qualification: Bachelor of Electrical Engineering (16 years of education) from HEC recognized University accredited by PEC. Preferably Master Degree in relevant field.

Experience: Minimum 10 years proven experience with the knowledge of

- Electrical infrastructure development, electrical power distribution,
- Operation and maintenance of grid station,
- Testing and commissioning of power transformers & switch gears
- Tendering process for procurement of work, good & services.
- Well versed to coordinate and liaise with LESCO/NTDC/ NEPRA for execution of work.
- Preference will be given to the candidates having experience of WAPDA/DISCOS at Senior Level position.

Age: Minimum 35 Years

Assistant Manager (ISU):

No. of Positions (01)

Qualification: Graduation from HEC recognized University. Preferable Master Degree. Candidates with rescue related training/ certifications will be preferred.

Experience: Minimum 07 years relevant experience with knowledge of

- International standards of Disaster & Emergency Management Services,
- Rescue Techniques, Trainings, Exercises, Drills
- Firefighting techniques and equipment's
- Preference will be given to the candidates having exposure of working with international agencies/ Rescue 1122.

Age: Minimum 30 Years

Assistant Manager (Audit).

No. of Positions (01)

Qualification: Graduation from HEC recognized University. Preferable Master Degree. Candidates having audit related certification/training will be preferred.

Experience: Minimum 07 years relevant experience.

- Candidates having experience of Audit of Public Sector Companies/Government Audit will be preferred.

Age: Minimum 30 Years

Assistant Manager (One Window).

No. of Positions (01)

Qualification: Graduation from HEC recognized University. Preferable Master Degree.

Experience: Minimum 07 years relevant experience.

Age: Minimum 30 Years

Assistant Manager (CETP).**No. of Positions (01)****Qualification:** Bachelor of Chemical Engineering from HEC recognized University. Preferable Master Degree.**Experience:** Minimum 07 years relevant experience with knowledge of

- Designing, Installation, Commissioning and Operations of Waste Treatment Plants (ETP, STP)
- Waste Water Treatment: Primary, Secondary & Tertiary Treatment
- Independently handling and managing all aspects of CETP operations

Age: Minimum 30 Years**Horticulture Officer****No. of Positions (01)****Qualification:** Graduation in Horticulture/Agriculture or in relevant field from HEC recognized University. Preferable Master Degree in Horticulture/Agriculture.**Experience:** Minimum 06 years relevant experience with knowledge of

- Landscape irrigation, Landscape Designing,
- Nursery Management,
- Plantation, Maintenance of Lawns, Green Belts,
- Repair & Maintenance of Horti equipment
- 2D, 3D designs and installation.

Age: Minimum 25 Years**Marketing Officer****No. of Positions (01)****Qualification:** Graduation preferable Master Degree from HEC recognized University.**Experience:** Minimum 06 years relevant experience.**Age:** Minimum 25 Years**Account Officer****No. of Positions (01)****Qualification:** Graduation in Accounts/Finance/Commerce or in relevant field preferable Master Degree from HEC recognized University.**Experience:** Minimum 06 years relevant experience. Candidates having experience of Odoo ERP software will be preferred.**Age:** Minimum 25 Years**Fire Fighting Officer****No. of Positions (01)****Qualification:** Graduation preferable Master Degree from HEC recognized University.**Experience:** Minimum 06 years relevant experience.**Age:** Minimum 25 Years**Admin Officer****No. of Positions (01)****Qualification:** Graduation preferable Master Degree from HEC recognized University.**Experience:** Minimum 06 years relevant experience.**Age:** Minimum 25 Years**Assistant Officer (Admin Support).****No. of Positions (01)****Qualification:** Graduation in relevant field/ Intermediate/DAE or Equivalent**Experience:** Minimum 05 years relevant experience.

For Intermediate/DAE or Equivalent 07 years of experience.

Age: Minimum 22 Years

Account Assistant**No. of Positions (01)**

Qualification: Graduation in relevant field/Intermediate/D.Com or Equivalent.
Experience: Minimum 03 years relevant experience.
For Intermediate/D.Com or Equivalent 05 years of experience.
Age: Minimum 20 Years

Office Superintendent.**No. of Positions (01)**

Qualification: Intermediate or Equivalent/Matric.
Experience: Minimum 02 years relevant experience.
For Matric with professional courses, minimum 3 years of experience.
Age: Minimum 20 Years

Supervisor (Road Cleaning).**No. of Positions (01)**

Qualification: Intermediate or Equivalent/Matric.
Experience: Minimum 02 years relevant experience.
For Matric with professional courses, minimum 3 years of experience.
Age: Minimum 20 Years

Supervisor (MT).**No. of Positions (01)**

Qualification: Intermediate/DAE or Equivalent/Matric.
Experience: Minimum 02 years relevant experience.
For Matric with professional courses, minimum 3 years of experience.
Age: Minimum 20 Years

Sewage Disposal Station (SDS) Operator **No. of Positions (01)**

Qualification: Intermediate/DAE or Equivalent/Matric.
Experience: Minimum 02 years relevant experience.
For Matric with professional courses, minimum 3 years of experience.
Age: Minimum 20 Years

Vehicle Mechanic**No. of Positions (01)**

Qualification: Intermediate/DAE or Equivalent/Matric.
Experience: Minimum 02 years relevant experience.
For Matric with professional courses, minimum 3 years of experience.
Age: Minimum 20 Years

Driver**No. of Positions (01)**

Qualification: Middle preferable Matric with valid driving license.
Experience: Minimum 03 years relevant experience.
Age: Minimum 21 Years

Security Guard**No. of Positions (10)**

Qualification: Middle preferable Matric. Preference will be given to Ex-Servicemen.
Experience: Minimum 01 years relevant experience.
Age: Minimum 18 Years

Mechanic Helper**No. of Positions (01)**

Qualification: Middle preferable Matric.
Experience: Minimum 01 years relevant experience.
Age: Minimum 18 Years

Daycare Helper (Female)**No. of Positions (01)**

Qualification: Middle preferable Matric.
Experience: Minimum 01 years relevant experience.
Age: Minimum 18 Years

Road Cleaner**No. of Positions (05)**

Qualification: Middle preferable Matric
Experience: Minimum 01 years relevant experience.
Age: Minimum 18 Years

Gardener**No. of Positions (05)**

Qualification: Middle preferable Matric
Experience: Minimum 01 years relevant experience.
Age: Minimum 18 Years

- Please forward your applications on prescribed **"Job Application Form"** available at our website <https://sie.com.pk/career/> along updated CV with covering letter, copies of verified certificates / degree(s) (front & back both) , attested copies of experience certificates, CNIC, Domicile, two recent passport size photographs to HR Department – BOMSIE latest by **3rd June 2024** through courier / post only
- After due date no application will be entertained.
- Only shortlisted candidates will be called for Interview.
- No TA/DA will be admissible. BOM-SIE reserve the right to accept or reject any or all applications without assigning any reason.
- BOM-SIE offers an attractive remuneration package and fringe benefits, excellent career prospects and opportunity of working in corporate environment based on Experiences, Qualifications and Skills.

Board of Management Sundar Industrial Estate

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