

JOBS OPPORTUNITIES

A private sector company is seeking qualified candidates for its various projects. Interested applicants are encouraged to apply. Appointment to the following posts on contractual and project base but likely to continue. Eligibility criteria required for the posts are as under:

| Sr. No | Position | Required Qualification | Experience Required | No of Post | Summary of job Description | Age limit |
|--------|---------------------------------|--|---|---|--|-----------|
| 1 | Marketing Specialist | CA/ ACCA/ MBA/ BBA/ M.Com or equivalent degree from HEC recognized institution. | At least 3-5 years' experience in Public/ private Sectors | 01 Post on Provincial level <ul style="list-style-type: none"> • Punjab. • KPK. • Sindh. • Baluchistan. • Gilgit. • AJK | <ul style="list-style-type: none"> • Ability to develop long-term marketing strategies that align with business goals. • Strong ability to interpret data, measure campaign performance, and derive actionable insights. Excellent written and verbal communication for crafting messages that resonate with target audiences. • Ability to manage multiple campaigns and projects, often under tight deadlines. • Familiarity with SEO, SEM, social media marketing, email campaigns, and analytics tools like Google Analytics. • Ability to develop unique and engaging marketing campaigns. • Ability to inspire and lead a marketing team, collaborate across departments, and manage external partners | 22 to 35 |
| 2 | Environmental Specialist | MA/ BS degree in environmental science, environmental engineering, ecology, or related degree from HEC recognized institution. | At least 3-5 years' experience in relevant field | 01 Post on Provincial level <ul style="list-style-type: none"> • Punjab. • KPK. • Sindh. • Baluchistan. • Gilgit. • AJK | <ul style="list-style-type: none"> • Familiarity with environmental regulations (e.g., EPA standards), environmental management systems and environmental monitoring tools. • Strong ability to analyze data, assess risks, and propose solutions to environmental challenges. • Ability to present complex environmental issues in a clear, accessible manner to diverse audiences. | 22 to 35 |
| 3 | Procurement Specialist | CA /ACCA/ MBA/ BBA/ M.Com, Banking Finance, or equivalent degree from HEC recognized institution. | At least 3-5 years' experience in relevant field | 01 Post on Provincial level <ul style="list-style-type: none"> • Punjab. • KPK. • Sindh. • Baluchistan. • Gilgit. • AJK | <ul style="list-style-type: none"> • Familiarity with procurement software (e.g., SAP, Oracle, or Ariba), supply chain management principles, and contract law. • Strong negotiation skills to secure favorable terms and conditions from suppliers. • Ability to analyze data, compare prices, and evaluate supplier performance for cost-effective decision-making. • Strong focus on accuracy when reviewing contracts, purchase orders, and supplier agreements. • Strategic procurement planning | 22 to 35 |

| | | | | | | |
|---|-------------------------------|--|---|---|---|----------|
| 4 | Financial Specialist | CA /ACCA/ MBA/ BBA/ M.Com, Banking Finance or equivalent degree from HEC recognized institution. | At least 3-5 years' experience in relevant field | 01 Post on Provincial level <ul style="list-style-type: none"> • Punjab. • KPK. • Sindh. • Baluchistan. • Gilgit. • AJK | <ul style="list-style-type: none"> • Preparing financial documents such as invoices, bills, accounts payable and receivable. • Completing bank reconciliation including verifying balances • Knowledge of tax matters including GST & Income Tax • Having good command in MS Office • Must have good communication Skills | 22 to 35 |
| 5 | Proposal Writer | CA /ACCA/ MBA/ BBA/ M.Com or equivalent degree from HEC recognized institution. | At least 5 years of proven experience in writing proposal | 01 Post on Provincial level <ul style="list-style-type: none"> • Punjab. • KPK. • Sindh. • Baluchistan. • Gilgit. • AJK | <ul style="list-style-type: none"> • Write clear and concise proposal • Understand and explain complex technical concept • Strong research and analytical skills • Outstanding research and written and communication skills • Reviewing and editing proposal for accuracy and consistency • Technical writing | 22 to 35 |
| 6 | Manager Administration | Degree in Administration/Management/HR/ Project management degree from HEC recognized institution. | At least 3-5 years' experience in Public/ private Sectors | 01 Post on Provincial level <ul style="list-style-type: none"> • Punjab. • KPK. • Sindh. • Baluchistan. • Gilgit. • AJK | <ul style="list-style-type: none"> • Collation and distribution of minutes, reports and other documents. • Dealing with incoming and outgoing mail and general emails. • Minute taking for Board, team meetings and other meetings as required • Undertake and assist in the recording and processing of invoices, receipts and payments as required and instructed • Administer the petty cash system and ensure appropriate record keeping • Assist in matters relating to marketing and publicity • Arrange meetings relating to the core operation | 21 to 33 |
| 7 | Tax Manager | CA /ACCA/ MBA/ BBA/ M.Com, Banking Finance or equivalent degree from HEC recognized institution. | At least 3-5 years' experience in Public/ private Sectors | 01 Post on Provincial level <ul style="list-style-type: none"> • Punjab. • KPK. • Sindh. • Baluchistan. • Gilgit. • AJK | <ul style="list-style-type: none"> • Oversee the preparation and timely filing of federal, state, and local tax returns to ensure compliance with applicable laws. • Ensure accurate reporting of tax liabilities, income tax provisions, and other tax-related financial disclosures. • Manage relationships with tax authorities and respond to audits, inquiries, or notices from tax agencies. • Develop and implement tax strategies to optimize the company's tax position, including structuring transactions for tax efficiency. • Collaborate with finance and legal teams to support mergers, acquisitions, and other business transactions with tax insights. • Lead the tax provision process for financial statement reporting, including current and deferred tax calculations in | 21 to 33 |

| | | | | | | |
|----|---|---|---|--|--|----------|
| | | | | | <p>accordance with GAAP or IFRS.</p> <ul style="list-style-type: none"> Analyze tax implications for business operations, advising on how changes in tax laws or regulations could impact the organization. | |
| 8 | Social Media Manager | Bachelor's degree in Computer Science or equivalent degree from HEC recognized institution. | At least 3-5 years' experience in relevant field | <p>01 Post on Provincial level</p> <ul style="list-style-type: none"> Punjab. KPK. Sindh. Baluchistan. Gilgit. AJK | <ul style="list-style-type: none"> Expertise in (Facebook, Instagram, Twitter, LinkedIn, TikTok and YouTube etc. Ability to develop and implement a corporate social media strategy Ability to monitor online activity across Encourage greater social media participation Identify opportunities to influence public perception through audience engagement and publicly speaking about the brand's social media strategy | 21 to 33 |
| 9 | Information Manager | Bachelor's degree in Computer Science/ Media Studies/ Mass Communication/ Development Communication/ Journalism and Social Sciences degree from HEC recognized institution. | At least 3 years' experience in Public/ private Sectors | 05 | <ul style="list-style-type: none"> Good organizational, interpersonal, and decision-making skills. Excellent verbal and nonverbal communication skills. Dependability and honesty. Strong customer service orientation. Commitment to serving a diverse community. Physical strength and agility sufficient to perform assigned tasks. | 21 to 33 |
| 10 | Packaging Development Specialist | Graduate in Fine Arts / Graphic Designing preferable skillful in CorelDraw, Photoshop, Adobe Illustrator, In page and other latest graphics programs. | At least 3-5 years' experience in relevant field | <p>01 Post on Provincial level</p> <ul style="list-style-type: none"> Punjab. KPK. Sindh. Baluchistan. Gilgit. AJK | <ul style="list-style-type: none"> Proficiency in design software (e.g., CAD), materials science knowledge, and understanding of packaging machinery and processes. Ability to conduct testing, troubleshoot issues, and perform cost-benefit analyses for packaging solutions. Experience managing complex projects, with a track record of delivering on time and within budget. Strong creative skills for innovative and sustainable packaging designs. Excellent communication and teamwork abilities to coordinate across departments and with external vendors | 21 to 33 |
| 11 | Surveyor | DAE 3 Year in (Civil), Diploma in Surveyor | At least 3-5 years' experience in relevant field | <p>01 Post on Provincial level</p> <ul style="list-style-type: none"> Punjab. KPK. Sindh. Baluchistan. Gilgit. AJK | - | 18 to 33 |

How to Apply

Note: No fee is required for submitting the online application.

- Interested candidates must apply online at <http://jobsstore.org/index>.
- Recruitment will strictly be on a contractual/project basis.
- Female candidates are highly encouraged to apply.
- The organization reserves the right to modify the number of vacancies based on its requirements.
- Only shortlisted candidates will be invited for the test or interview.
- No TA/DA will be provided for attending the test or interview.
- Candidates will be disqualified at any stage of the recruitment/selection process if false information is detected.
- Jobstore.org securely manages a vast database of candidate profiles and integrates with multiple trusted data banks, providing a wide range of opportunities. We share candidate profiles only with trusted companies for suitable job openings, ensuring strict confidentiality and compliance with all applicable laws and data protection regulations.
- Applications must be submitted **before 15-01-2025**.
- Applicants should apply exclusively online and must not send documents through courier services.