

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.

SECRETARY:

Qualification: Four Years Graduation in the relevant field Preferable Masters from HEC Recognised University or LLB.
Experience: Minimum 08 years in the relevant field preferably in any government department.
Key Skills: Provide strategic & legal directions in taking any decision, liaison with related government and private institutions, Ensure smooth running of Meetings and also noting the minutes properly, strong managerial and administrative skills, Ability to communicate effectively, excellent analytical and networking skills.
Age: Minimum 35 years

HOD ELECTRICAL:

Qualification: Graduation in Electrical Engineering Preferable Masters from HEC Recognised University.
Experience: Minimum 08 years in the relevant field preferably in MEPCO, LESCO, any distribution company or NTDC, etc.
Key Skills: Familiar with underground Electrical System of HV/LV; its implementation, distribution, upgradation & troubleshooting. Experience of electrical procurements and contract law. Must be PEC registered (Valid) professional engineer and have computer skills.
Age: Minimum 35 years.

ASSISTANT MANAGER PROCUREMENT & CONTRACTING

Qualification: Graduation in relevant field preferably Master's Degree from HEC recognized University.
Experience: Minimum 07 years in the relevant field preferably in any public sector organization.
Key Skills: Extensive knowledge of PPRA rules / practises in procurement and contracting at Public sector firms, understanding of contract law and e-procurement practices, Must also have computer skills and must be able to work under pressure, self-driven and manage multiple procurement & contracting tasks simultaneously.
Age: Minimum 30 years

OFFICER IT

Qualification: Graduation in a relevant field preferable Master Degree from HEC recognized University.
Experience: Minimum 06 years in the relevant field.
Key Skills: Maintain the computer systems and networks. Installing and configuring computer systems, diagnosing hardware and software faults and solving technical and applications problems, either over the phone or in person. Knowledge of current trends and developments in information technology. Strong interpersonal and communication skills
Age: Minimum 25 years

BILLING ASSISTANT

Qualification: Graduation in relevant field from HEC recognized University.
Experience: Minimum 03 years in the relevant field.
Key Skills: Will be responsible for day to day management of all accounts Receivable activities including monitoring and reconciliation of all billings with relevant receipts. Assisting with data / account analysis, reconciliation and MIS reporting.
Age: Minimum 20 years

DEPUTY MANAGER LEGAL:

Qualification: LLB preferable Master's Degree in the relevant field from HEC Recognised University.
Experience: Minimum 08 years in field of law.
Key Skills: Having law practising experience. Must have a high court license as an advocate.
Age: Minimum 35 years.

TECHNICIAN (E-Lane) (3):

Qualification: Intermediate DAE or equivalent and Matric with Professional course(s)
Experience: Minimum 02 years, for Matric 3 Years.
Key Skills: Troubleshooting and repair of electronic equipment, systems, and wiring; installation of equipment; upgrades, modifications, programming; preventive maintenance actions; and documentation.
Age: Minimum 20 years

TECHNICIAN (CONTROL ROOM) (2):

Qualification: Intermediate DAE or equivalent and Matric with Professional course(s)
Experience: Minimum 02 years, for Matric 3 Years.
Key Skills: Must know about IP based Cameras Installation and configuration and other allied works related to Integrated Security System.
Age: Minimum 20 years

FIREFIGHTER / DRIVER (5):

Experience: Middle preferable Matric
Key Skills: Must be responsive and proactive, well know with the knowledge of Firefighting equipment's.
Age: Minimum 18 years

SECURITY GUARDS (8):

Experience: Middle/Matric Ex-Army person should be preferred. Height should be 5'6"
Key Skills: Proactive, Physical Fit, Good behaviour, presentable.
Age: Minimum 18 years

TUBE WELL OPERATOR (1):

Qualification: Intermediate, DAE or equivalent, for Matric with professional course(s)
Experience: Minimum 02 years, for Matric 3 Years.
Key Skills: Knowledge about operating the electrical motor /machinery, must be able to read & write the machine readings.
Age: Minimum 20 Years

RO OPERATOR (1):

Qualification: Intermediate, DAE or equivalent, for Matric with professional course(s)
Experience: Minimum 02 years, for Matric 3 Years.
Key Skills: Knowledge about operating the electrical motor /machinery, must be able to read & write the machine readings.
Age: Minimum 20 Years

JUNIOR ENGINEER ELECTRICAL (2):

Qualification: Graduation in Electrical Engineering.
Experience: 5 years minimum experience.
Key Skills: Basic Knowledge of 11KV/400 underground distribution system, must be able to locate faults and must have experience of operations at grid station.
Age: Minimum 22 Years

ELECTRICIAN (1):

Qualification: Intermediate DAE or equivalent and Matric with Professional course(s)
Experience: Minimum 02 years, for Matric 3 Years.
Key Skills: Experience in repairs of 11KV transformers and switch boards. Must have experience in 3-phase electric supply. Preference will be given to the individual having work experience on grid stations.
Age: Minimum 20 years

ELECTRICAL HELPER (3):

Qualification: Middle preferable Matric
Experience: Minimum 01 years.
Key Skills: Experience in general electrical repairs in offices, generator repairs and maintenance, able to do 11KV cable joints. Must have experience in 3phase electric supply. Preference will be given to the individual having work experience on grid stations.
Age: Minimum 18 years

METER READERS (2):

Qualification: Intermediate DAE or equivalent and Matric with Professional course(s)
Experience: Minimum 02 years, for Matric 3 Years.
Key Skills: Good knowledge of computer systems, working and reading of digital meters with any distribution company or industrial estate.
Age: Minimum 20 years.

CABLE JOINTER (1):

Qualification: Intermediate DAE or equivalent and Matric with Professional course(s)
Experience: Minimum 02 years, for Matric 3 Years.
Age: Minimum 20 years.

Company offers an attractive remuneration package and fringe benefits, excellent career prospects and opportunity of working in corporate environment based on Experiences, Qualifications and Skills. Please forward your updated CV with covering letter, copies of verified certificates / degree(s) (front & back both) relevant documents and two recent passport size photographs to HR Department BOM-SIE latest by **28th December, 2020** through email / courier 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.

Please Note:

Only complete application i.e. CV, covering letter, copies of verified certificates / degree(s) (front & back both) and two recent passport size photographs will be entertained.