

## CAREER OPPORTUNITY

Gujranwala Waste Management Company (GWMC) is having Vision to Modernize System of Solid Waste Management in the city of Gujranwala. The company provides growth oriented opportunities to professionals while working in an excellent environment with competitive market based salary. Applications are invited for the below mentioned posts:

SR#	POSITION	MINIMUM ELIGIBILITY CRITERIA	MAX AGE LIMIT
1	<b>Company Secretary</b> Number of Post: (01)	<ul style="list-style-type: none"> <li>• Person holding a Master degree in business administration or commerce or being a law graduate from a university recognized by the Higher Education Commission; or</li> <li>• Member of a recognized body of professional accountants; or</li> <li>• Member of a recognized body of corporate or chartered secretaries;</li> <li>• Must have 07 years relevant experience including 03 years public sector experience of similar capacity.</li> <li>• Experience of working in conducting provisions of company's law, bye-laws of the company, Taking minutes, drafting resolutions and lodging required forms and annual returns with Companies House. To deal with all correspondence between the company and the shareholders Public Sector &amp; Private Sector Companies.</li> </ul>	45 Years
2	<b>Manager Workshop</b> Number of Post: (01)	<ul style="list-style-type: none"> <li>• B.Sc Mechanical/ Industrial Manufacturing / Automobile Engineering or any other relevant degree from Higher Education Commission recognized institutes.</li> <li>• Must have 05 Years of experience in managing large fleet of heavy vehicle/equipment along with related repair and maintenance.</li> <li>• The candidate shall be well versant with the automotive standards, material specifications, vehicle's specifications, and have in-depth knowledge of spare parts and alternative fabrications.</li> <li>• Candidate with experience of managing the automobile related mechanical workshop shall be preferred.</li> </ul>	45 Years
2	<b>Assistant Manager Corporate Compliance/ Affairs</b> Number of Post: (01)	<ul style="list-style-type: none"> <li>• The candidate must have LL.B/LL.M from the university recognized by the higher Education Commission</li> <li>• Must have 03 Years relevant experience in a well reputed public / private sector organization. The candidate should be well-verse with company's ordinance 1984 and Public Sector company's rules 2013 &amp; etc.</li> <li>• Preference shall be given to the persons having Public Sector Experience.</li> </ul>	45 Years

The recruitment & selection process would be very strict, transparent and merit based. Therefore any applicant's effort to influence the selection process would automatically disqualify him/her without notice. Further details including job description, qualification & experience are available at **Face book page: Gujranwala Waste Management Company-GWMC** and can be downloaded from the GWMC's website [www.gwmc.com.pk](http://www.gwmc.com.pk).

Applications along with CV, CNIC, Domicile, educational and experience certificates are required to be sent to the office of **Senior Manager HR & Admin, Gujranwala Waste Management Company**, 2<sup>nd</sup> Floor, Gujranwala Chamber of Commerce & Industries, Trust Plaza, Aiwan-e-Tijarat Road, Gujranwala within 15 days of the publication of this advertisement.



We are an equal opportunity Employer  
Gujranwala Waste Management Company, Gujranwala  
For further information call at: 055-9200891-92



