

RECRUITMENT PROGRAM



EASTERN HOUSING LAHORE & MULTAN PROJECTS

BE A PART OF FASTEST GROWING REAL ESTATE DEVELOPER

Eastern Housing is one of the emerging organizations in real estate sector comprising of professionals with years of experience in their relevant domains. In a very short span, Eastern Housing has proven its grounds in real estate sector and have delivered many meticulously designed projects aimed for optimizing living standard of its customers. Our organization have always strived to provide highest standards of workmanship, with modern project management techniques and latest technology and have achieved a growth rate of 200%.

Town Planner	Bachelor's / Master's Degree in Town/Urban/Regional Planning. 2-3 years' experience (Experience in Real Estate industry is preferable).
Architecture	Bachelor's / Master's Degree in Architecture, Engineering, Design, or similar 3-5 years' experience in construction projects & mentoring other architects Member with the Pakistan Council of Architects & Town Planners (PCATP) is preferable.
Interior Designer	2-3 years' experience. Hands on - AutoCAD, 3D MAX, PHOTOSHOP, SKETCHUP, VRAY, 3D VISUALIZATION and Microsoft Office suite Strong creative & communication skills Demonstrated ability to execute. Member with the Pakistan Council of Architects and Town Planners (PCATP) is preferable.
Draftsman	DAE/BS in Civil / Architecture / Mechanical / Electrical, Certification in AutoCAD, Familiarity with 3D modeling tools
Surveyor	Degree in Surveying or DAE. Preparing sites for construction and providing data on measurements to establish property boundaries 2-3 years' experience in real estate industry is preferable.
Executive Secretary	BBA/MBA/Mass Communication/HRM. Microsoft Office Suite skills. Excellent communication skills - (English). 2 to 4 years of relevant secretarial working experience from a reputable organization
HR Manager	MBA (Human Resource) with 5-7 years of experience, enthusiastic and dedicated individual, effective team player. Computer skills are compulsory (e.g. MS Excel, MS Word etc.)
HR Officer	MBA with 2-3 years of experience, enthusiastic and dedicated individual, effective team player. Computer skills are compulsory (e.g. MS Excel, MS Word etc.)
Accounts Officer	M.Com/B.Com 3-5 years of experience of accounts preferably in real estate industry, good team player and result oriented.
Accounts Internee	M.Com/B.Com fresh/experienced preferably in real estate industry, good team player and result oriented.
IT Officer	BCS with 2-3 years of experience, good team player and result oriented.
Purchase Officer	5-8 years of experience of procurement preferably in construction/real estate industry, good team player and result oriented.
Marketing & Sales Manager	MBA (Marketing) with 5-7 years of experience, enthusiastic dedicated individual, team player and good communication skills.
Marketing & Sales Executive	MBA (Marketing) with 2-3 years of experience, enthusiastic and dedicated individual, good communication skills.
Customer Support Representative	B.B.A (Hons) with 1-2 years of experience, enthusiastic dedicated individual and good communication skills. Experience in Tele Marketing & Real Estate industry is preferable.
Real Estate Management Officer	BBA/B.Com/B.A. - 3-5 years of relevant experience of real estate developers.
Security Guard & Security Supervisor	5-8 year Experience, enthusiastic, dedicated and good character individual required, Pak Army/Other Forces individual will prefer.
Front Desk Officer	B.Com/B.A. Fresh or 1-2 year experience preferable.
Building Control Officer	3-4 year relevant experience in relevant industry.
Electrician	Diploma with 2-3 years of experience, enthusiastic and dedicated individual, effective team player.
Cook	10-15 years of relevant experience, can cook for large group of people, can maintain high hygiene standards.
Cook Helper	10-15 years of relevant experience, can maintain high hygiene standards.
Gardner/Mall	5-8 years of relevant experience is required.
Store Keeper	04-7 years of relevant experience of construction industry.
Executive Security Guard	5-8 year Experience, enthusiastic, dedicated and good character individual required, Pak Army/Other Forces individual will prefer.
Admin Officer	5-8 years of experience of administration preferably in real estate industry, good team player and result oriented.
Office Boy	Presentable & experience (2-3 years) office boy required. Serving Lunch & Tea Kitchen Accessories Start & Off electrical equipment, etc.
Sweeper	Presentable & experience (2-3 years) cleaner required. Office Cleaning & Dusting Outdoor Cleaning Vehicle Cleaning, etc.
Driver	Presentable & experience (2-3 years) Car Driver required, Candidate who have maximum vehicle (luxury & Normal) experience will prefer. 1. Driving license is compulsory. 2. Lahore based experience will prefer.
Tractor Driver	2-3 year tractor driving experience, driving license is compulsory.
Rider	Presentable & experience (2-3 years) Bike Rider required, 1. Driving license is compulsory. 2. Lahore based experience will prefer.
Legal Officer	Bachelor of Laws (LLB) / Masters of Laws (LLM) 2 to 4 years of relevant experience in Real Estate Industry
General Manager (Finance & Operations)	CA/ACCA/MBA (Banking & Finance) from recognized institute. 5 to 7 years of relevant experience in Real Estate Industry
Patwari	Patwar Course from a recognized institute / agency. 2 to 4 years of relevant experience. Experience in Real Estate Industry is preferable.
Site & Construction Supervisor	D.A.E Civil. Enthusiastic and dedicated individual, effective team player. 1 to 2 years of relevant experience in Real Estate Industry
Land Record Assistant	B.A/B.Com/M.A./M.Com with knowledge of land related documents e.g. Registry, Mutation, etc. 2-4 years of relevant experience Experience in Real Estate Industry is preferable.
Store In-Charge Assistant	B.A / B.Com 2 to 4 years of relevant experience Experience in Real Estate Industry is preferable.
Receptionist	F.A. / I.Com / B.A / B.Com. 2 to 4 years of relevant experience. Experience in Real Estate Industry is preferable.
Quantity Surveyor	B.A./B.Com/B.B.A./D.A.E Civil. Enthusiastic and dedicated individual, effective team player. 1 to 2 years of relevant experience in Real Estate Industry
Graphics Designer	Up to date with industry leading software and technologies (Design, Illustrator, Photoshop, After Effects etc.) Experience in making promotional materials, corporate branding, LOGO designing and website template development 2 to 4 years of relevant experience in Real Estate Industry

Benefits & Perks.

- ✓ Salary compensation above par to the local industry.
- ✓ Bonus up to 2 gross salaries, Gratuity, EOBI pension insurance.
- ✓ Life & Complete Health for Self, Spouse & kids.
- ✓ Interest free loans for house & Car.
- ✓ 32 days Leave entitlement & paid vacations.

Interested candidates may send their resume before 15th October, 2020 on the below mention postal address.

Note: Only short-listed candidates will be contacted.

You apply for the above vacancies through:

- 1- By sending your resume to Postal Address.
- 2- By Emailing your resume to hr@easternhousing.com.pk
- 3- By visiting our Website (Scan QR Code)
- 4- Mention city name in subject line.



Postal Address:

Department of Human Capital.

Eastern Housing, Corporate Center, Quaid e Azam Interchange,
Ring Road, Lahore. Email: hr@easternhousing.com.pk

Website: easternhousing.com.pk UAN: 042-111-627-000