

JOB DESCRIPTION: MANAGER COORD:

The job responsibilities of Manager Coord includes the following: -

- Act as the first point of contact for the CEO with internal and external coordination.
- Manage the CEO's diary, schedule meetings and appointments, events, and logistics with internal and external stakeholders and provide reminders.
- Handle phone calls, emails, incoming requests and queries appropriately, and correspondence on behalf of the CEO.
- Prepare reports, presentations, meeting minutes and briefs as needed.
- Book and manage CEO travel arrangements.
- Maintain a high level of confidentiality and discretion.
- Develop, organize and maintain an efficient documentation and filing system.
- Monitor and order office supplies as needed and perform personal tasks as required.
- Screen visitors and manage daily administrative tasks.

QUALIFICATION, EXPERIENCE & SKILLS

- A Bachelor's degree, in Administration / Business Administration, with proficiency in verbal and written communication.
- Office Management Skills.
- High level of dedication, reliability and professionalism is required.
- Proficiency in Microsoft Office and multitasking with prioritize under pressure.
- Attention to detail and proactive approach in problem solving skills.
- Familiarity with office equipment and administrative procedures.

Age Limit: Maximum age limit should be 50 years on the date of submission of application.

JOB DESCRIPTION – MANAGER (PROCUREMENT)

A Procurement and Contract Manager oversees a company's sourcing capabilities, supply chain and manages the entire contract lifecycle for the company. He is responsible for finding and evaluating suppliers, products and services, acquiring the most cost-efficient deals without compromising on quality, negotiating contracts, and administration in line with the company's policies and regulations with accuracy as the primary benchmark.

The key responsibilities includes but not limited to:

- Performing all procurement activities including EOIs, RFPs pre-qualification, negotiating supplier agreements, preparation of contracts and tender management under PPRA rules and regulations including procurement through E-PADS.
- Delegating tasks and supervising the work of Purchasing and Procurement Agents across all departments.
- Identifying areas for improvement to continually drive performance and business results.
- Leading a team of Purchasing Agents and delegate tasks across departments when necessary.
- Managing overall direction, coordination and evaluation of procurement for the organization.
- Developing strong relationships with business stakeholders and strategic supply partners to improve business.

Required Qualifications and Experience

1. Education:

- **Master's Degree:** Business Administration specialization in Supply Chain Management.
- **Certifications:** Certifications like the Certified Professional in Supply Management (CPSM) or the Chartered Institute of Purchasing and Supply (CIPS) will be considered addition to qualifications.

2. Experience:

Minimum 10 years of leadership role experience in procurement, purchasing, supply chain, vendor negotiation, managing procurement processes and compliance with PPRA Rules and Regulations are highly valuable.

Age Limit: Maximum age limit should be 50 years on the date of submission of application.

JOB DESCRIPTION: MANAGER (MARKETING):

The Marketing Manager is a key team member within the Marketing Department and plays an important role in business outlook and development of the company. The Manager serves as a dedicated liaison to one or more practice and/or industry groups. He would engage with business forums/groups to execute marketing strategies and business plans, and also manage an aligned range of marketing initiatives.

The job responsibilities of Manager (Marketing) includes the following: -

- The Marketing Manager is responsible for creating comprehensive marketing plans, setting timelines, and executing campaigns to drive leads and sales in the real estate sector.
- Addressing business challenges, such as market saturation or changing buyer behaviors, requires strategic decision-making and problem-solving skills to adapt to dynamic market conditions.
- Working closely with other departments within REDAMCO to design, and manage website of the company to align marketing strategies with business objectives.
- Handling selling rights and branding.
- Identify potential investors / developers / business groups for REDAMCO business partnership.
- Continuously seeking opportunities to innovate marketing processes, leverage new technologies, plan & execute marketing campaign on all available mediums / tools to stay ahead in the competitive real estate landscape.
- Engaging in technical tasks such as CRM management, SEO optimization, or overseeing customer-facing initiatives like virtual property tours and online listings.
- Presentation of business outlook and opportunities to potential investors / business groups.
- Organizing and conducting business events for potential business entities.
- Arranging and coordinating business meetings and any other tasks assigned by CEO.

QUALIFICATION

- A Masters degree, in Marketing, with proficiency in digital marketing platforms and analytics tools.
- Advanced certifications in digital marketing, Real Estate Marketing, or leadership training programs preferred as a plus.

EXPERIENCE

- Candidate with having minimum 10 years of experience in managing marketing campaigns for real estate developments and commercial projects.
- Proficiency in marketing automation tools, CRM systems, SEO/SEM strategies, Content Management Systems, and Data Analytics Platforms.
- Understanding of real estate market trends, property marketing strategies, regulatory requirements, and customer behavior in the real estate sector.

AGE LIMIT: Maximum age should be exceeding 50 years on the date of submission of application.

JOB DESCRIPTION: MANAGER ESTATE & BUSINESS DEVELOPMENT

Manager Estate would have the following responsibilities:

- Manager Estate would assist and report to Senior Manager Estate and Business Development for development and implementing business strategies, he would assist in planning and executing marketing campaigns strategies to promote and real estate properties to potential clients.
- Liaison with Pakistan Railway Headquarters for identification and finalization of potential sites for commercialization.
- Maintaining land and properties database of respected area of responsibility.
- Managing Property: This includes conducting property inspections, managing rental agreements, overseeing property maintenance, and resolving any issues that arise during the transaction process.
- Conducting Real Estate Market Research: Collecting and analyzing data on market trends, competitor activities, and customer preferences to identify opportunities and inform marketing and sales strategies. This may involve analyzing data, monitoring industry trends, studying customer behavior and preferences, and conducting market surveys or focus groups.
- Building and Maintaining Relationships: Establishing and maintaining relationships with real estate property developers, and other industry professionals to generate promote properties, and collaborate on marketing initiatives. This may also involve networking at industry events, attending trade shows, and participating in industry associations.
- Staying Updated on Industry Trends: Keeping abreast of industry trends, new developments, and emerging technologies in the real estate and marketing sectors. This may involve attending conferences, workshops, and industry seminars, as well as reading relevant publications and participating in online forums.
- Any other task assigned by the Management.

QUALIFICATIONS & EXPERIENCE

A Masters degree in Project Management or Marketing / Business Administration. The candidate is expected to have excellent verbal, communication and business management skills, having 10 years of demonstrated ability of having performed on similar position in Real Estate Industry. (Experience with Public Sector Organization will be preferred).

AGE LIMIT: Maximum age should be exceeding 50 years on the date of submission of application.

JOB DESCRIPTION: ASSOCIATE (DIGITAL MARKETING):

An Associate in Real Estate Marketing manages the marketing efforts of company to improve company's online presence in search results. He/She creates digital marketing content, writing copy for web and social media, and interpreting online marketing analytic.

The job responsibilities of an Associate (Digital Marketing) includes the following: -

- Managing social media accounts by creating and scheduling posts monitoring engagement metrics and responding to comments and messages.
- Assisting with digital marketing campaigns by designing and creating email templates, managing email databases and tracking metrics, such as open rates and click-through rates.
- Supporting content creating efforts, such as writing blog posts, creating infographics or designing social media visuals.
- Analyzing website traffic data, measuring site performance and creating reports that help identify opportunities for optimization.
- Assisting with keyword research and competitor analysis and optimizing website content for search engines.
- Helping with the creation, management and optimization of digital advertising campaigns across different media platforms.
- Assisting with market research efforts, analyzing industry trends and identifying new opportunities.
- Supporting the coordination of marketing projects, managing timelines and communicating with team members.
- Providing general administrative support to the marketing team, such as scheduling meetings, managing calendars or organizing files, and any other tasks assigned by supervisor / manager.
- Monitoring & responding to online reviews, conducting A/B testing for social media campaigns, landing pages and other digital assets to improve performance.
- keeping updated with the latest digital marketing trends and technologies and making recommendations for how the organization can incorporate them into its marketing strategy.
- Assisting with event planning and promotion, such as trade shows, webinars or product launches.

QUALIFICATION & EXPERIENCE

A Bachelor's degree with Marketing as majors with proficiency in digital marketing platforms and analytics tools or social media management softwares such as HTML, Cascading Style Sheets and other web development languages, word processors, or more advanced systems, including digital marketing or project management platforms.

Candidate with having 5 years of experience in digital marketing or related fields, such as social media management, content creation or SEO and also having fundamentals of marketing skills such as market research, branding, strategizing and identifying the target audience.

Age Limit: Maximum age limit should be 35 years on the date of submission of application.

JOB DESCRIPTION: ASSOCIATE (PROCUREMENT):

An Associate to Manager Procurement is responsible for providing administrative and logistical support. The job responsibilities of an Associate (Procurement) includes the following:

- Assisting the manager in activities including EOIs, RFPs pre-qualification, negotiating supplier agreements, preparation of contracts and tender management under PPRA rules and regulations including procurement through E-PADS.
- Supporting in vendor selection and evaluation processes by conducting research and gathering necessary documentation.
- Managing overall direction, coordination for procurement as assigned by supervisor/manager.
- Assisting the manager in building strong relationships with business stakeholders and strategic supply partners to improve business.
- Contract Administration - Manage existing contracts, dispute resolution, changes, renewal, default
- Any other tasks assigned by supervisor / manager

QUALIFICATION & EXPERIENCE

Master's degree in Business Administration, Supply Chain Management, or related field is preferred.

Candidate with having minimum 5 years of experience in procurement supply chain, and familiarity with procurement software or ERP systems.

Age Limit: Maximum age limit should be 35 years on the date of submission of application.

JOB DESCRIPTION: ASSOCIATE (LEGAL):

A Legal Assistant's main responsibility is to assist manager legal to ensure that clients receive the best possible representation. The specific duties of a Legal Assistant will often depend on the needs of the company, but normally include:

- Communicating with clients via phone, by email and in person to conduct interviews and field questions
- Performing initial background research and briefings
- Seeing to administrative tasks like making copies and sending invoices
- Assisting in meetings alongside legal procedures and taking accurate notes on proceedings
- Organizing documents for court filing and record keeping
- Transcribing and proofreading legal documents
- Scheduling client appointments and court dates
- Maintaining client confidentiality and privacy
- Assist contract management team to carry out pre-and post-contract administration functions in compliance with existing Laws including:
 - PPRA Rules and regulations.
 - REDAMCO legal frame work
- Liaison with Manager Legal and Contracts regarding preparation and drafting of various contracts and other post-contract administration duties.
- Assistance in monitoring the tendering of REDAMCO service contracts, lease agreements etc.

QUALIFICATION & EXPERIENCE

A Master's degree in Law (LLM), with core competencies in legal compliance, analytical, & interpersonal skills, Effective communication skills, Proactive in resolving issue. Minimum 05 years of relevant experience is preferred.

Age Limit: Maximum age limit should be 35 years on the date of submission of application.

JOB DESCRIPTION: GIS OPERATOR (GEOGRAPHIC INFORMATION SYSTEM):

The job responsibilities of a GIS include the following:

- Data Management: Collaborate with teams to collect, organize, and maintain spatial data such as maps, satellite imagery, and GPS information.
- Data Analysis: Utilize GIS software and tools to analyze spatial data in order to identify patterns, relationships, and trends.
- Mapping and Visualization: Create maps, charts, and graphs to visualize data and present findings to stakeholders.
- Database Development: Maintain GIS databases to store and manage spatial data effectively.
- Data Interpretation: Interpret and present findings from GIS analysis to support decision-making processes.
- Quality Control: Ensure the accuracy, integrity, and compliance of GIS data and applications.
- Technical Support: Provide technical assistance and support to users of GIS systems and applications.
- Documentation: Document standard operating procedures, workflows, and best practices for GIS processes.
- Collaboration: Collaborate with cross-functional teams, including engineers, planners, and management, to support their spatial data needs.

QUALIFICATION & EXPERIENCE

Professional degree in GIS or related field or a degree with a GISP certification with 5 years of relevant experience. Proficient in Python and Java programming languages for GIS mapping. Familiarity with GIS software, including QGIS, ArcGIS, Google Earth Engine, and Google Earth Pro etc.

AGE LIMIT: Maximum age limit should be 35 years on the date of submission of application.

JOB DESCRIPTION: ASSOCIATE ESTATE

Associate Estate would have the following responsibilities:

- 1) Assisting Manager Estate for development and implementing marketing strategies, he would assist in planning and executing marketing campaigns and strategies to promote and real estate properties to potential clients.
- 2) Managing Property: This includes conducting property inspections, managing rental agreements, overseeing property maintenance, and maintain land/property record during the transaction process.
- 3) Conducting Market Research: Collecting and analyzing data on market trends, competitor activities, and customer preferences to identify opportunities and inform marketing and sales strategies. This may involve analyzing data, monitoring industry trends, studying customer behavior and preferences, and conducting market surveys or focus groups.
- 4) Staying Updated on Industry Trends: Keeping abreast of industry trends, new developments, and emerging technologies in the real estate and marketing sectors. This may involve attending conferences, workshops, and industry seminars, as well as reading relevant publications and participating in online forums.
- 5) Creating organizational systems to support accurate record keeping, efficient financial transactions and prompt renter complaint resolution.
- 6) Any other task assigned by the Management.

QUALIFICATIONS & EXPERIENCE

A Master degree in Business Administration/ Project Management. The candidate is expected to have excellent verbal, communication and business management skills, having minimum 05 years of demonstrated ability of having performed on similar position in real estate industry. (Experience with Public Sector Organization will be preferred).

AGE LIMIT: Maximum age limit should be 35 years on the date of submission of application.