



QUAID-E-AZAM SOLAR POWER (PVT) LTD.



Quaid-e-Azam Solar Power Pvt. Ltd (QA Solar), wholly owned by the Government of Punjab, intends to develop a series of large-scale solar power projects in the province of Punjab. We require the services of professionally sound candidates for the following positions.

1. Assistant Manager DataBase

A young professional is required by the IT Department for the below listed tasks.

Responsibilities and Skills:

- Analyze the business process and make requirements & ensure Implementation through Implementation partner and making sure that all the requirements and reports are properly mapped in the SAP B one system.
- This position will work closely with the management team performing required setup tasks to facilitate successful implementation of SAP B One.
- Additionally, this position will regularly communicate with the Implementation Team and management teams regarding activities on open project.
- Manage, maintain and support various day-to-day operations of SAP Business One ERP system.
- Develop reports utilizing Crystal Reports.
- Advanced knowledge of Microsoft SQL and other databases.
- Provide user support for the SAP B One system, troubleshoot and resolve SAP B One user issues.
- Work with functional areas / personnel to identify and analyze problems and propose solutions.
- Administer, maintain and implement policies and procedures for ensuring the security and integrity of the SAP Business One ERP system.
- Implement, manage and support SAP Business One user security profiles
- Create, maintain, update and improve procedural documentation.
- Monitor system performance and problem troubleshooting.
- Act as liaison between internal users and Implementation partner.

Qualifications: Bachelor's degree 4 years in Computer Information Systems, Information System Technologies, Management Information Systems, Computer science or equivalent from HEC Recognized University. At least 2 years of relevant experience.

2 Office Assistants

Responsibilities:

1. Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.
2. Maintain electronic and hard copy filing system
3. Perform data entry and scan documents.
4. Assist the resolving any administrative problems.
5. Maintain office supply for department.
6. Create and modify documents using Microsoft Office.

Positions: Multiple

Qualification: Intermediate, Experience as an Office Assistant will be preferred.

2. Naib Qasid

Positions: Multiple

Qualification: Matric, Experience as an Office Boy shall be preferred.

Market based Salary will be given.

Quaid-e-Azam Solar Power Pvt. Ltd is an equal opportunity employer. Females are encouraged to apply. No TA/DA will be given for the purpose of interview.

Only Short listed candidates will be called for interview. Only Complete applications will be considered. Only qualified individuals will be called. The last date for submission of Applications is 12-10-2015.

Application (cover letter, detailed resume) should be submitted to:

Manager HR, Quaid-e-Azam Solar Power (Pvt.) Ltd.

3rd Floor, 83-A/ E-1, Main Boulevard, Gulberg III, Lahore

(Please clearly mark the envelope for the position applied for)