

A) Job Description			HR JD DOC NO
Job Title	Assistant Manager	Department	
Reports To	Director	Location	Head Office

### B) Job Responsibilities

**Job Objective:-**

To assist Director/ senior management in their tasks or any other assignment, research, documentation, presentations & coordination to achieve the organizational goals of PBIT.

**Principal Responsibilities:**

The candidate will actively support development, management, execution, and successful delivery of projects/assignments under PBIT. **The primary job responsibilities for this role will be carried out under guidance and supervision of the Director/ Senior Management.**

- Assist in the analysis and design of investment proposals/ projects to recommend the best applicable model based on existing legal and regulatory arrangements, potential attractiveness to the private sector and bankability
- Undertake evaluation of industrial projects in Special Economic Zones as per their business plans and cited land & plant/machinery requirements based on the information provided in the approved Feasibility Study/ business plan submitted by the applicant against the prevailing practices in the industry
- Actively contribute to develop feasibility reports/ investment proposals to attract investments in various sectors of Punjab's economy
- Assist in identifying the priority projects, with special attention to those concerning external connectivity, energy availability, and urban infrastructure.
- Study and analyze regional physical, economic, social, and environmental and accessibility scenarios to establish market based evaluation base line to be used as a benchmark(s) during assessment of industrial projects, to ensure transparency
- Effectively mobilize and build relations as well as update data bank for potential projects/ investors in Punjab.
- Support in planning and operationalizing PBIT's core functions including managing internal and external documentation.
- Any other related task assigned by the Management.

### C) Job Requirements / Qualifications

**Education:**

B.Sc./B.E. Mechanical/Industrial Engineering degree from HEC approved Universities with minimum CGPA of 3.0

**Experience:**

At least 5 years' of relevant experience in operation of manufacturing industry and/or consultancy and supervision of development of Industrial Projects

Maximum age 35 years