GOVERNMENT OF PAKISTAN



MINISTRY OF OVERSEAS PAKISTANIS & HUMAN RESOURCE DEVELOPMENT

OVERSEAS EMPLOYMENT CORPORATION



Dated: 2nd August, 2025

6th Floor EOBI Tower, G-10, Islamabad

Advertisement No. 163



Required Pakistani Workforce for the State of Kuwait



Our esteemed client in Kuwait requires Pakistani Workforce who meet the prescribed qualifications and experience listed below:

	below:				
#	Job Title	Job Requirements			
1.	Warehouse Supervisor	Qualification & Requirements:			
		Maximum Age: 35 years old			
		➡ Education: Diploma or Bachelor's Degree			
		Communication: English (read, speak, understand) is a must			
		→ Arabic language is an advantage			
		Good Customer Service Skills			
		Experience Required			
		must have minimum 3 - 5 years warehouse experience in Retail Warehouse like Agility, Sea gold			
		and other Logistics companies or GCC experience Main Responsibilities			
		Experience of managing fast-paced operations – with multiple sites and multiple clients			
		User knowledge of warehouse management systems MUE application and advantage AULT applications and advantage The systems are advantaged as the system as the syste			
		 MHE capabilities and advantage. Highly PC Literate (MS Office applications and SAP Applications expertise 			
		Must know understanding of KPI reporting and controlling procedures			
2	Warehouse Coordinator	Qualification & Requirements:			
_	Trai onodoo oooramator	Maximum Age: 35 years old			
		Education: Diploma / Degree			
		Communication: English (read, speak, understand); Arabic is an advantage			
		Relative experience in Logistics companies			
		Main Responsibilities			
		generating and maintaining stock-related reports using SAP			
		Coordinating with the clearance team for advance shipping notifications, and handling goods			
		receipt vouchers			
		The role also covers customer and showroom return processing, minor IT troubleshooting, and			
		administrative tasks related to the warehouse network.			
		The incumbent is also responsible for maintaining the inbound shipping schedule, updating ASNs			
		with bin locations and stock details, and issuing stock receipt.			
3.	Warehouseman	Qualification & Requirements:			
		→ Maximum Age: 30 years old			
		⊃ Education: High School			
		○ Communication: English (read, speak, understand); Arabic is an advantage			
		⇒ Relative experience working in logistic companies Agility, Sea gold &others or GCC Exp			
		Main Responsibilities			
		 Loading vehicles in the appropriate order 			
		 Maintain highest standards of housekeeping 			
		➡ Ensure damaged/exceptional products are reported to Supervisor/ Team Leader			
		● Ensure/Assist in the process of receiving goods accurately Able to meet Performance Standards			
		Torklift driving (Advantage)			
		 Health & Safety Knowledge & Adherence (including compactor operation) Basic Computers Skills (RF) 			
<u>4.</u>	Carpenter	Qualification & Requirements:			
7.	oui pentei				
		Maximum Age: 35 years old			
		 Education: High school / Diploma Communication: Basic English (read, speak, understand); Arabic is an advantage 			
		Main Responsibilities			
		Prepare and interpret drawings and client mock-ups Problem of the second first and first and first are and f			
		Build and install cabinets, vanities, framing, and fixtures			
		 Measure, cut, and shape materials like wood, plastic, and drywall Follow blueprints, codes, and safety standards 			
		 Follow blueprints, codes, and safety standards Inspect and repair damaged structures 			
		Direct and assist laborers on-site			
		Direct and dedict laborate of Porto			

Minimum age 18, with high school diploma or equivalent 2 ** years in finish carpentry, rough carpentry a plus 5 Sillied in hand and power tools 2 Physically lift, able to lift 80 lbs and climb ladders 3 Owns tools and has reliable transportation 3 Willing to work overtime as needed 5. Laborer Main Responsibilities Officad containers and support daily tasks as per management direction Assist in goods receiving, stock counting, and value-added activities (e.g., repacking, labeling) Maintain housekeeping standards and load vehicles in correct order Support deliveres, de-stuffing, and other warehouse duties as assigned by management Maximum Age: 35 years old Education: High school / Diploma Communication: Basic English (read, speak, understand); Arabic is an advantage Main Responsibilities Responsibilities include (but not limited to): Load and install goods as per daily schedule within working hours. Ensure proper, safe, and organized loading. Verify items with storekeeper before dispatch. Pick correct items per delivery note; measure before installation. Maintain safety protocols at all times. Ensure customer satisfaction and clean work area post-installation. Uphold high standards of customer service. Key Accountabilities: Timely delivery and installation with POD submission to D&I Supervisor. Report EH&S matters to the D&I Supervisor. Report EH&S matters to the D&I Supervisor (seep vehicles and legal requirements. Load, secure, transport, and unload freight as required. Maintain accurate trip logs and item documentation. Conduct daily safety checks and perform minor repairs if needed. Keep vehicle clean and ensure secure storage of equipment and items. Ensure crew safety and manage pick & drop of team members. Communicate professionally with customers and internal teams. Coordinate with CS, HFQC, and delivery desk for on-field issues. Provide daily feedback and obtain neesessary acknowledgments.			
2 - 2 + years in finish carpentry, rough carpentry a plus 3			Required Skills & Experience
Skilled in hand and power tools Physically fit, able to lift 80 lbs and climb ladders Owns tools and has reliable transportation Willing to work overtime as needed Knowledge of lumber and countertop materials Main Responsibilities Offload containers and support daily tasks as per management direction Assist in goods receiving, stock counting, and value-added activities (e.g., repacking, labeling) Maintain housekeeping standards and load vehicles in correct order Support deliveries, de-setuffing, and other warehouse duties as assigned by management Maximum Age: 35 years old Assistant Furniture Installer Maximum Age: 35 years old Communication: High school / Diploma Communication: High school / Diploma Communication: Basic English (read, speak, understand); Arabic is an advantage Main Responsibilities Responsibilities Nesponsibilities Nesponsibilities Responsibilities Nesponsibilities Responsibilities Responsibilities Responsibilities Responsibilities Responsibilities Responsibilities Responsibilities Responsibilities Responsibilities: Pick correct items per delivery note; measure before installation. Uphold high standards of customer service. Key Accountabilities: Timely delivery and installation with POD submission to D&I Supervisor. Responsibilities: Timely delivery and installation with POD submission to D&I Supervisor. Responsibilities: Safety operate vehicles and equipment per company policies and legal requirements. Load, secure, transport, and unload freight as required. Maintain accurate trip logs and item documentation. Conduct daily safety checks and perform minor repairs if needed. Responsibilities: Communicate professionally with customers and internal teams. Coordinate with CS, HFQC, and delivery desk for on-field issues.			
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Decimen arms & Expenence			Required Skills & Experience:
Proficient in vehicle/equipment safety, cleaning standards, and record-keeping.			
Skilled in safe truck operation, customer service, team coordination, and decision-making.			
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Strong communication in English and Arabic; ability to maintain daily logs and reports.			Subrig communication in English and Arabic, ability to maintain daily logs and reports.

How to Apply

- Job Portal: Interested applicants can apply via OEC's website https://oec.gov.pk/.
- Help-Desk Team: for technical support, contact the OEC-Helpdesk team at UAN: 0311-0011-632 or Email: helpdesk@oec.gov.pk
- The applicant will submit/attach the deposited Bank challan amounting to Rs. 500/- generated at the time of online application submission.

Closing Date: 15th August 2025.

Operations & I.T Wing, Overseas Employment Corporation, Head Office, Islamabad