



**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF OVERSEAS PAKISTANIS & HUMAN RESOURCE DEVELOPMENT**  
**OVERSEAS EMPLOYMENT CORPORATION**

6<sup>th</sup> Floor EOBI Tower, G-10, Islamabad



Advertisement No. 163

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### 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:

#	Job Title	Job Requirements
1.	<b>Warehouse Supervisor</b>	<p><b><u>Qualification &amp; Requirements:</u></b></p> <ul style="list-style-type: none"> <li>➤ Maximum Age: 35 years old</li> <li>➤ Education: Diploma or Bachelor's Degree</li> <li>➤ Communication: English (read, speak, understand) is a must</li> <li>➤ Arabic language is an advantage</li> <li>➤ Good Customer Service Skills</li> </ul> <p><b><u>Experience Required</u></b></p> <ul style="list-style-type: none"> <li>➤ must have minimum 3 - 5 years warehouse experience in Retail Warehouse like Agility, Sea gold and other Logistics companies or GCC experience</li> </ul> <p><b><u>Main Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>➤ Experience of managing fast-paced operations – with multiple sites and multiple clients</li> <li>➤ User knowledge of warehouse management systems</li> <li>➤ MHE capabilities and advantage.</li> <li>➤ Highly PC Literate (MS Office applications and SAP Applications expertise</li> <li>➤ Must know understanding of KPI reporting and controlling procedures</li> </ul>
2	<b>Warehouse Coordinator</b>	<p><b><u>Qualification &amp; Requirements:</u></b></p> <ul style="list-style-type: none"> <li>➤ Maximum Age: 35 years old</li> <li>➤ Education: Diploma / Degree</li> <li>➤ Communication: English (read, speak, understand); Arabic is an advantage</li> <li>➤ Relative experience in Logistics companies</li> </ul> <p><b><u>Main Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>➤ generating and maintaining stock-related reports using SAP</li> <li>➤ Coordinating with the clearance team for advance shipping notifications, and handling goods receipt vouchers</li> <li>➤ The role also covers customer and showroom return processing, minor IT troubleshooting, and administrative tasks related to the warehouse network.</li> <li>➤ The incumbent is also responsible for maintaining the inbound shipping schedule, updating ASNs with bin locations and stock details, and issuing stock receipt.</li> </ul>
3.	<b>Warehouseman</b>	<p><b><u>Qualification &amp; Requirements:</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>Maximum Age:</b> 30 years old</li> <li>➤ <b>Education:</b> High School</li> <li>➤ <b>Communication:</b> English (read, speak, understand); Arabic is an advantage</li> <li>➤ Relative experience working in logistic companies Agility, Sea gold &amp; others or GCC Exp</li> </ul> <p><b><u>Main Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>➤ Loading vehicles in the appropriate order</li> <li>➤ Maintain highest standards of housekeeping</li> <li>➤ Ensure damaged/exceptional products are reported to Supervisor/ Team Leader</li> <li>➤ Ensure/Assist in the process of receiving goods accurately Able to meet Performance Standards</li> <li>➤ Forklift driving (Advantage)</li> <li>➤ Health &amp; Safety Knowledge &amp; Adherence (including compactor operation)</li> <li>➤ Basic Computers Skills (RF)</li> </ul>
4.	<b>Carpenter</b>	<p><b><u>Qualification &amp; Requirements:</u></b></p> <ul style="list-style-type: none"> <li>➤ Maximum Age: 35 years old</li> <li>➤ Education: High school / Diploma</li> <li>➤ Communication: Basic English (read, speak, understand); Arabic is an advantage</li> </ul> <p><b><u>Main Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>➤ Prepare and interpret drawings and client mock-ups</li> <li>➤ Build and install cabinets, vanities, framing, and fixtures</li> <li>➤ Measure, cut, and shape materials like wood, plastic, and drywall</li> <li>➤ Follow blueprints, codes, and safety standards</li> <li>➤ Inspect and repair damaged structures</li> <li>➤ Direct and assist laborers on-site</li> </ul>

		<b><u>Required Skills &amp; Experience</u></b> <ul style="list-style-type: none"> <li>➤ Minimum age 18, with high school diploma or equivalent</li> <li>➤ 2+ years in finish carpentry; rough carpentry a plus</li> <li>➤ Skilled in hand and power tools</li> <li>➤ Physically fit; able to lift 80 lbs and climb ladders</li> <li>➤ Owns tools and has reliable transportation</li> <li>➤ Willing to work overtime as needed</li> <li>➤ Knowledge of lumber and countertop materials</li> </ul>
5.	<b>Laborer</b>	<b><u>Main Responsibilities</u></b> <ul style="list-style-type: none"> <li>➤ Offload containers and support daily tasks as per management direction</li> <li>➤ Assist in goods receiving, stock counting, and value-added activities (e.g., repacking, labeling)</li> <li>➤ Maintain housekeeping standards and load vehicles in correct order</li> <li>➤ Support deliveries, de-stuffing, and other warehouse duties as assigned by management</li> </ul>
6.	<b>Assistant Furniture Installer</b>	<b><u>Qualification &amp; Requirements:</u></b> <ul style="list-style-type: none"> <li>➤ Maximum Age: 35 years old</li> <li>➤ Education : High school / Diploma</li> <li>➤ Communication : Basic English (read, speak, understand); Arabic is an advantage</li> </ul> <b><u>Main Responsibilities</u></b> <ul style="list-style-type: none"> <li>➤ Responsibilities include (but not limited to):</li> <li>➤ Load and install goods as per daily schedule within working hours.</li> <li>➤ Ensure proper, safe, and organized loading.</li> <li>➤ Verify items with storekeeper before dispatch.</li> <li>➤ Pick correct items per delivery note; measure before installation.</li> <li>➤ Maintain safety protocols at all times.</li> <li>➤ Ensure customer satisfaction and clean work area post-installation.</li> <li>➤ Uphold high standards of customer service.</li> <li>➤ Key Accountabilities:</li> <li>➤ Timely delivery and installation with POD submission to D&amp;I Supervisor.</li> <li>➤ Report EH&amp;S matters to the D&amp;I Supervisor.</li> </ul>
7.	<b>Driver</b>	<b><u>Key Responsibilities:</u></b> <ul style="list-style-type: none"> <li>➤ Safely operate vehicles and equipment per company policies and legal requirements.</li> <li>➤ Load, secure, transport, and unload freight as required.</li> <li>➤ Maintain accurate trip logs and item documentation.</li> <li>➤ Conduct daily safety checks and perform minor repairs if needed.</li> <li>➤ Keep vehicle clean and ensure secure storage of equipment and items.</li> <li>➤ Ensure crew safety and manage pick &amp; drop of team members.</li> <li>➤ Communicate professionally with customers and internal teams.</li> <li>➤ Coordinate with CS, HFQC, and delivery desk for on-field issues.</li> <li>➤ Provide daily feedback and obtain necessary acknowledgments.</li> <li>➤ Inform supervisor of any team or personal requirements.</li> </ul> <b><u>Required Skills &amp; Experience:</u></b> <ul style="list-style-type: none"> <li>➤ Proficient in vehicle/equipment safety, cleaning standards, and record-keeping.</li> <li>➤ Skilled in safe truck operation, customer service, team coordination, and decision-making.</li> <li>➤ Strong communication in English and Arabic; ability to maintain daily logs and reports.</li> </ul>

#### 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](mailto: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: 15<sup>th</sup> August 2025.**

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