

Job Description - Building Supervisor

Position Title: Building Supervisor
Number of Positions: 02
Entity: PIA Holding Company Limited (PIAHCL)
Reporting To: Assistant Manager / Manager (Real Estate & Property Management)

Position Summary

The Building Supervisor will support the effective management of PIAHCL's portfolio of the commercial and residential real estate properties across Pakistan. The role will involve assisting in leasing, tenant management, auctions of plots, in company name, and procurement of third-party services for property maintenance and operations.

Duty Stations / Regions

- 01 Position - Punjab Region: Lahore
- 01 Position - Sindh Region: Karachi

Key Responsibilities

- Oversee day-to-day maintenance and upkeep of buildings, including civil, electrical, and plumbing systems (e.g., lifts, generators, janitorial services, etc.).
- Conduct regular site visits and inspections to assess building conditions and operational efficiency.
- Identify maintenance issues and ensure timely repair and preventive maintenance.
- Supervise and coordinate with contractors (cleaning, security, maintenance) and monitor quality of services.
- Monitor fire safety systems, equipment, and emergency preparedness arrangements.
- Maintain proper records of maintenance activities, complaints, inspections, and repairs.
- Coordinate with management, vendors, and on-site staff for smooth facility operations.
- Address tenant/occupant complaints and ensure prompt resolution.
- Travel regularly within the assigned region to monitor multiple sites.

Skills & Competencies

- Sound technical knowledge of building systems (civil, electrical, plumbing).
- Strong supervisory and team coordination skills.
- Good communication and interpersonal skills.
- Ability to work independently and manage multiple sites efficiently.

Working Conditions

- Field-based role involving frequent site visits.
- Regular travel within the assigned region is required.
- May require availability beyond normal working hours in case of operational needs.

Qualifications & Experience

Minimum Qualification:

- Diploma of Associate Engineering (DAE) in Civil or Electrical **OR**
- Retired personnel from Pakistan Army (N-Subedar / Havildar), preferably with relevant technical experience.

Experience:

- Minimum **5-7 years** of relevant experience in facility management, building supervision.
- Practical knowledge of building systems (civil, electrical, plumbing).
- Basic computer literacy, including MS Office and reporting tools.

Remuneration & Benefits

- Market-competitive salary package commensurate with qualifications and experience.
- Benefits and allowances as per company policy.