



IMPL is leading distribution and marketing entity seeks to hire dynamic and career oriented professionals for **Coordinator-Female** who are willing to meet challenges and make a difference in the organization. We believe in engaging the best talent and developing them by providing adequate learning opportunities in a challenging work environment.

**Job Description:**

- Communicating with clients or employers about project, event or campaign expectations and goals
- Collaborating with clients or employers, finance teams and other team members on budgeting and allocating funds
- Delegating tasks to appropriate team members
- Managing deadlines and progress across the team to ensure the project is delivered on time and on budget
- Organizing third-party providers and vendors to deliver elements that can't be produced in-house
- Overseeing the delivery of projects and making adjustments as necessary to ensure they are delivered to specifications and high standards
- Collecting and analyzing feedback from customers and other project users to gauge satisfaction and success

**Requirement:**

- Only females are encouraged to apply.
- Experience of minimum 1-2 years and fresh can also apply.
- Education minimum graduate from reputable university.
- Able to work on software and MS Office etc.



**Selection Process:**

- Candidates shall be shortlisted on the basis of academic achievements & competency level.
- Shortlisted candidates shall be called for Final Interview.

**How to Apply:**

Drop your CV at [mehmood@intermarkproduct.com](mailto:mehmood@intermarkproduct.com) mentioning **Coordinator** in subject line.

**Thanking You,**

**Intermark Product Lines (Pvt) Ltd**