

**JOB DESCRIPTION / VACANCY ANNOUNCEMENT**

**MANAGEMENT TRAINEE OFFICER**  
(MULTIPLE POSITIONS)

**Looking to make a real impact?**  
**Want to build a career with potential for global impact?**

Norpak International, a social enterprise based in Sultan Town, Faisalabad, with more than 30 years of experience in responsible and sustainable production of handmade home interior products and textiles for export and domestic sales, is looking for a team of motivated and ambitious Management Trainee Officers to join our management team.

As a Management Trainee Officer, you will receive an initial 3 to 6-month comprehensive training and one-to-one coaching in various sections of management and production across all Norpak International's diverse departments. After successful completion of the initial training phase, you will be designated increased responsibilities and may be assigned to a specific department or remain cross-cutting.

Under the overall leadership and guidance of the Managing Director, you will support our management and leadership team and will be expected to play a contributing role to the organization's growth.

Norpak International celebrates diversity and especially encourages female candidates and persons with disabilities to apply.

We are particularly interested in candidates with interest in the following areas:

- Sustainability, compliance and quality assurance
- Product design and development
- Finance and accounting
- IT, web and ERP systems
- Communications and social media
- Human resources
- Supply chain management

If you are ambitious, eager to learn on the job and have recently graduated or have 1-3 years of work experience, we'd like to hear from you.

**Responsibilities**

- Support managers and heads of departments in their daily tasks
- Learn and contribute to improving the operating procedures of different departments
- Provide administrative support

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## Requirements

- Bachelor or master's degree (recent graduate)
- 1-3 years of relevant work experience is preferred, but not required

## Competencies

- Effective written and verbal interpersonal and communication skills (English and Urdu)
- Problem-solving skills and results-oriented
- Ability to multi-task, set and meet deadlines
- Positive, convincing and confident personality
- Leadership potential
- Integrity and honesty
- Ethical behaviour

## Benefits

- For successful candidates, we can offer an energetic and forward-looking traineeship, providing first-hand exposure to a unique company and ample opportunities to grow professionally and personally.
- A remuneration will be provided during the initial traineeship programme.
- At the end of the 3-6 months initial traineeship period, a competitive salary and benefits package will be offered to suitable and successful candidates.
- Flexible working arrangements
- Day care centre for children below 5 years
- Free education for children aged 5 to 17 years

## More information and contact

- Visit our website [www.norpak.pk](http://www.norpak.pk) or follow us on social media (@norpakint on Facebook, Instagram and LinkedIn) for more information about Norpak.
- For any specific questions about this vacancy, please write to [careers@norpak.pk](mailto:careers@norpak.pk)

## Apply

To apply for this position, please submit the following to [careers@norpak.pk](mailto:careers@norpak.pk):

- A letter of motivation, explaining in no more than one page why you are motivated to join Norpak International as a Management Trainee Officer
- Your updated CV
- Any applicable references

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### NORPAK INTERNATIONAL

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Follow us on social media: @norpakint