



### **JOB POSITION:**

**Retail Development Officer**

### **QUALIFICATION:**

BBA/MBA Marketing

### **LOCATION:**

Lahore

### **EXPERIENCE:**

1-2 years experience in any reputable Oil Marketing Company

### **KEY RESPONSIBILITIES:**

- Developing strategies for retail network development in line with the Boards Directive, vision and mission for the sustainable growth of the company
- Planning country wide region wise network development targets in coordination with RMs and defining timelines for achievement
- Coordination in preparation of OPEX and CAPEX budget of retail outlets on yearly basis
- Coordinate with engineering department for handing over of sites for start of construction after completing all formalities at retail development part
- Coordinate with retail sales/ legal/ finance and complete all formalities with respect to site commissioning/ code opening
- Act as focal point for ensuring that site commissioning checklist is adhered to w.r.t documentation
- Analyzing project deviations and taking corrective actions

### **SKILLS:**

- Data analytical skills
- Project management skills
- Good communication and interpersonal skills
- Expert in Microsoft Office (Excel, Word, PowerPoint)

Interested candidates may send their resume at [hrd@beenergy.co](mailto:hrd@beenergy.co) by mentioning the position in subject line latest by **30 November 30, 2023**.

 *towards better energy*

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