

ACME EDUCATION SYSTEM

STAFF REQUIRED

We are looking for highly qualified and committed teaching & non-teaching staff for our new venture in order to train the future generation.

S.No	Job Title	Qualification	Experience
1	Principal	Master from HEC recognized university	<ul style="list-style-type: none">Min. 5-10 years' academic experience that includes 2-3 years experience as Principal/vice Principal in evening coaching classes.
2	Vice Principal	Master from HEC recognized university	<ul style="list-style-type: none">Min. 2-5years' experience in reputed academy/institutions
3	Entry Test Teachers (All Subjects)	MA/MSc, M Phil from HEC recognized university	<ul style="list-style-type: none">Min. 2-5 years' experience in evening coaching classes.Experience in the area of Entry Test (ECAT, NMDCAT, FUNG, NUMS, GIKI, NTS, LUMS, PIEAS)
4	Subject Specialists (For Evening Academy) Math, Bio, Phy, Chem, Computer, Eng, Urdu, Islamiyat, Pak Studies, Statistics	MA / MSc, M.Phil from HEC recognized university	<ul style="list-style-type: none">Strong communication and interactive skillsAbility to create effective lesson plans In-depth knowledge of given subject.
5	Academic Coordinator	BA, MA / MSc from HEC recognized university	<ul style="list-style-type: none">3-5 Years relevant experience
6	Admin Coordinator	BA, MA / MSc from HEC recognized university	<ul style="list-style-type: none">3-5 Years relevant experience
7	Digital Marketing Executive / Graphic Designer	BA / BSc	<ul style="list-style-type: none">3-5 Years relevant experience
8	Data Entry Operator	FA / FSc with Computer Certificate	<ul style="list-style-type: none">3-5 Years relevant experience
9	General Support Staff (Class Attendant, Office Boy, Security Guard, Cook, Driver)	Matric / under Matric	Last Date to Apply: 3rd December, 2023

MISCELLANEOUS INFORMATION

- Pay package commensurating with qualification and experience.
- Send your resume and a cover letter highlighting your teaching experience to HR@ACME.EDU.PK . last date to apply is 3rd Dec,2023.
- Don't miss this chance to be a part of an innovative and dedicated team. Your expertise could be the key to unlocking students' potential.

Address: Plaza#98, Block-B, National Police Foundation, O-9, Islamabad E-mail: hr@acme.edu.pk

Phone: **0333-5530011, 0333-5530012, 051-5708721, 051-5708722**