

MTO Positions In Headoffice, Lahore

PDLC

Beaconhouse Premier DLC (Diverse Learning Concepts) is the training and educational development arm of the Beaconhouse Group, delivering teacher training, curriculum development, and consultancy services to enhance the quality of education across public and private sectors in Pakistan.

The Management Trainee Officer will be rotated across the following functional areas to gain comprehensive exposure and hands-on experience:

Key Training Areas & Responsibilities

- **Education & Development Sector Exposure:**
Gain an understanding of education challenges in underserved areas, education policy frameworks, public-private partnership models, and development interventions addressing access, equity, and quality.
- **Project Design & Implementation:**
Support the full project lifecycle, including concept development, proposal writing, execution, and monitoring & evaluation (M&E). Assist with coordination between field teams and the central office.
- **Research & Proposal Support:**
Conduct desk research, stakeholder mapping, and needs assessments. Assist in drafting funding proposals, donor reports, and project concept notes, with exposure to qualitative and quantitative data tools.
- **Field Engagement:**
Participate in school visits and monitoring activities to understand on-ground challenges related to school management, teaching quality, student learning, and community engagement.
- **Business Development:**
Support identification of funding opportunities, donor engagement, and partnership development with foundations, government bodies, and development partners.
- **Cross-Functional Skill Development:**
Develop project management, communication, and stakeholder coordination skills through hands-on involvement in documentation, reporting, and internal communications.

Future Hospitality Services

The MTO role at **Future Hospitality Services** is designed to provide fresh graduates with cross-functional exposure to key business operations within the hospitality sector, enabling a strong understanding of commercial, people, and financial functions.

The Management Trainee Officer will be rotated across the following functional areas to gain comprehensive exposure and hands-on experience:

Key Training Areas & Responsibilities

- **Marketing:**
Conduct market research and competitor analysis to identify trends and opportunities. Support the development and execution of marketing plans and promotional strategies.
- **Human Resources:**

1- Talent Acquisition:
Support end-to-end recruitment activities, including job postings, screening, interview coordination, and employer branding initiatives.

2- Employee Engagement:
Assist in planning and executing engagement activities, surveys, and internal communication initiatives to enhance employee experience.
- **Sales:**
Support outbound sales efforts, lead generation, and client follow-ups. Assist in managing and converting leads into confirmed bookings while learning customer relationship management practices.
- **Finance:**
Gain exposure to basic finance operations, including invoicing, expense tracking, and financial documentation. Learn fundamental financial reporting processes and internal controls.

IT Department

1- MTO (IT & Analytics)

Key Training Areas & Responsibilities

Business & Organizational Understanding:

Develop a clear understanding of the Beaconhouse group structure, operating model, and decision rights to support effective analysis and decision-making.

Data Management & Hygiene:

Work extensively with Excel and Google Sheets to clean, structure, and validate datasets, ensuring accuracy and consistency across reports.

Systems & Data Sources:

Gain exposure to core systems including BEAMS, LMS, and PMS. Support data extraction, mapping, and integration across multiple platforms.

Business Intelligence & Reporting:

Assist in building dashboards and reports using Power BI and Looker, focusing on executive-ready visualizations and actionable insights.

AI Tools & Responsible Usage:

Learn prompt engineering, copilots, and ethical AI practices. Support responsible adoption of AI tools for business use cases.

Sector Analytics:

Develop analytical insights related to Education and Hospitality operations, identifying trends, performance gaps, and improvement opportunities.

Live Business Problem Solving:

Work on real business challenges, translating requirements into analytical solutions such as dashboards or AI pilots.

Executive Communication & Storytelling:

Support board-style storytelling by presenting insights clearly, articulating business impact, and linking data outcomes to strategic decisions.

2- MTO (Programme Management)**Key Training Areas & Responsibilities****Governance & Decision Frameworks:**

Gain exposure to committees, approval structures, and internal control mechanisms to understand how enterprise-level decisions are evaluated and approved.

Executive Communication & Stakeholder Management:

Develop strong executive writing skills and support stakeholder coordination, ensuring clear, concise, and outcome-focused communication.

Process Mapping & Improvement:

Assist in documenting As-Is and To-Be processes using BPMN standards, identifying gaps, inefficiencies, and improvement opportunities.

Vendor & Risk Management:

Support vendor selection processes, SLA definition, and ongoing performance tracking to reduce delivery and operational risk.

Product & Programme Delivery:

Work on user journeys, requirement backlogs, RAID logs, cutover planning, and benefits realization to support predictable and outcome-driven delivery.

Enterprise Systems Integration:

Gain exposure to ERP, PMS, and POS integrations, understanding dependencies across enterprise platforms and data flows.

Live Programme Support:

Provide hands-on support for live transformation programmes, assisting with planning, execution, tracking, and issue resolution.

Board-Level Narrative & Reporting:

Support the preparation of board-style narratives, translating programme progress, risks, and outcomes into executive-level insights.

Operations Department

The HO Operations MTO programme is designed to provide structured, hands-on exposure across key operational functions at Head Office. The MTO will rotate through three core areas—Education Operations, Parent Relations, and Human Resources—to develop a holistic understanding of academic operations, stakeholder management, and people processes.

The Management Trainee Officer will be rotated across the following functional areas to gain comprehensive exposure and hands-on experience:

Rotation 1: Education Operations**Key Training Areas & Responsibilities:**

- Gain an understanding of national and internal assessment frameworks and academic benchmarks.
- Support data compilation, validation, and analysis related to academic performance and operations.
- Coordinate with schools and Regional Office departments to ensure timely and accurate data sharing.
- Assist in preparing analytical reports and presentations to support decision-making.

- Contribute to final analytical presentations highlighting insights and improvement areas.

Rotation 2: Parent Relations

Key Training Areas & Responsibilities:

- Coordinate with PROs of North Region schools on parent engagement initiatives.
- Handle parent queries both in person and via telephone, ensuring timely and professional responses.
- Liaise with the Finance team for issue resolution and problem-solving.
- Conduct branch visits when required and coordinate with Heads of Schools.
- Support initiatives aimed at improving parent experience and communication effectiveness.

Rotation 3: Human Resources

Key Training Areas & Responsibilities:

- Support the annual performance appraisal cycle and related documentation.
- Assist in grievance handling and employee counseling processes.
- Contribute to the planning and execution of HR events and engagement initiatives.
- Gain exposure to HR policies, coordination, and internal communication practices.

Supply Chain Department

Key Training Areas & Responsibilities

Procurement & Vendor Management:

Support procurement activities including vendor sourcing, quotation comparison, and purchase order processing. Assist in vendor coordination, compliance checks, and performance tracking to ensure cost-effectiveness and service quality.

Inventory & Stock Management:

Gain exposure to inventory planning, stock reconciliation, and monitoring of stock levels to

minimize shortages and overstocking. Support coordination with warehouses and schools/departments for stock movement and availability.

Logistics & Distribution:

Assist in coordinating logistics and distribution activities to ensure timely delivery of goods to schools and departments. Support tracking of deliveries and resolution of logistics-related issues.

Process & Documentation:

Support documentation of supply chain processes, including requisitions, approvals, and dispatch records. Assist in identifying process gaps and opportunities for improvement.

Coordination & Stakeholder Management:

Coordinate with internal stakeholders, including schools, finance, and vendors, to ensure smooth execution of supply chain operations and timely resolution of issues.

Reporting & Cost Tracking:

Support basic data compilation, reporting, and analysis related to procurement costs, vendor performance, and delivery timelines.

MTO Position In Islamabad

Regional Office North (RON)

Key Training Areas & Responsibilities:

The Management Trainee Officer will be rotated across the following three functional areas to gain comprehensive exposure and hands-on experience:

Parent Relations

Area of Responsibility:

Coordinate with PROs of North Region schools to address parent queries received both in person and via telephone. Liaise with the Finance team for issue resolution and support. Conduct branch visits when required and coordinate closely with Heads of Schools to ensure effective communication and timely resolution of concerns.

Education Operations

Area of Responsibility:

Support data analysis and reporting through compilation and validation of academic and operational data. Coordinate with schools and Regional Office departments to ensure accurate data flow and timely submissions.

Human Resources

Area of Responsibility:

Support the annual appraisal cycle, assist in grievance handling and counseling processes, and contribute to the planning and execution of HR events and engagement activities.

MTO Position In Karachi

Regional Office South (ROS)

Details will be shared later.

