

## Bangladesh Computer Society Job Vacancy Announcement

**Name of the post:** Assistant Manager

### Job Description/ Responsibility

- Responsible for the day-to-day management of the office
- Organize papers, files and documents
- Draft various correspondences, take dictation or note, take appropriate action on matters which require immediate attention
- Prepare various reports
- Receive, scan & distribute incoming & outgoing letters, memos & correspondences including email and postal letters
- Circulate meeting agenda to all members prior to the meeting. To take down the minutes of meetings as required
- Uploading necessary information at BCS website
- Arrange seminars, workshops, symposiums and lectures to improve the professional skills of members of the Society
- Look after the welfare of members of the Society
- Perform other tasks as per BCS rules and regulations.

### **Job Nature**

Full Time

### **Educational Requirements**

Post-graduation in any discipline from a recognized University/ Institution.

### **Experience Requirements**

At least 3 year(s)

### **Job Requirements**

Minimum 3 years of relevant experience in similar position.

Proficient in MS Office applications (word, excel, power point) and email communication is a must.

Pleasant personality with good written communication in both Bengali and English.

Proactive, take initiative and well organized.

Able to work under pressure

Be able to work independently as well as in a team.

### **Job Location**

Dhaka

### **Salary Range**

As per BCS rules and regulations

### **Submission of Application**

The application together with attested copies of all certificates, mark-sheets and proof of experience along with a bank draft / pay order of the value of BDT 500 (Five hundred) only payable to Bangladesh Computer Society should be submitted to the office of Bangladesh Computer Society, House # 519 (4th Floor), Road # 1, Dhanmondi R/A, Dhaka.

The BCS authority reserves the right to recruit more than one candidate in the same post if there are eligible candidates.

The last date of the submission of application is 19/04/2018.

*Handwritten signature and date: 27/3/2018*