



Akij Group

Corporate Office: 2 Bara Maghbazar, Dhaka- 1217

Date: 11 June 2022

Career Opportunity

Protocol Officer to the Chairman:

Job Responsibilities:

- To follow up and maintain day to day & work-out schedule of Chairman
- To prepare facilities for scheduled events and arranging refreshments, if required
- To prepare papers for meetings, arrange meetings & take minute of every general meeting as required
- To report to the Chairman & be responsible for providing full secretarial assistance to the management level meeting
- To ensure guests meeting with the Chairman are well taken care of properly
- To filter general information, queries, phone calls and invitations to the Chairman by redirecting or taking forward such contact as appropriate
- To possess ability to deal all high-level confidential information of the company and maintain integrity strictly towards the information
- To arrange medical appointments in home & in abroad as required
- To handle and prioritize all outgoing & incoming correspondence of e-mails on behalf of the Chairman & maintain electronic-paper records ensuring information are organized & easily accessible
- To provide a service that is in line with the Chairman's work habits and preferences
- To facilitate travel arrangement (visa processing, travel planning, booking airlines, booking accommodation & prepare itinerary as required)

Employment Status: Full-time

Educational Requirements:

- ✓ Master's Degree in English from any public university
- ✓ The candidate having English Medium background/ A-Level/ O-Level will get preference.

Additional Requirements:

- ✓ Age 28 to 33 years
- ✓ Only males are allowed to apply
- ✓ Skills Required: The candidate must be smart, well groomed, Fluent in English Communication both in Written and Spoken
- ✓ Must have to be quick professionals with great time management & multitasking abilities.
- ✓ Gentle and pleasant personality
- ✓ Multi-skilled computer knowledge including MS Word/ Excel/ PowerPoint, Travel management, E-mail & Web browsing

Job Location: Corporate Office, Dhaka

Salary: 50K- 60K

Compensation & Other Benefits:

- ☞ T/A, Mobile bill
- ☞ Festival Bonus: 2
- ☞ Provident-Fund
- ☞ Gratuity
- ☞ Health Benefits

Interested candidates are requested to apply through www.akijbiri.com/career within 25 June, 2022.