

Career Opportunity at Desh TV

Desh TV, one of the prestigious satellite TV channel in Bangladesh looking for personnel for its HR & Admin Department

Designation : **Executive, Admin**

Job Location : **Dhaka**

Job Responsibilities:

- Strong strategic thinking and negotiation skills.
- Supervising and monitoring day to day office work.
- Ensuring logistics for daily operation.
- Follow up of store Management.
- Building, establishing, & maintaining good relationship with vendors.
- Negotiating with vendors.
- Processing work order and bill.
- Prepare and submit activity report monthly to the management.
- Ensuring office security.
- Ensuring office cleanliness.
- Strong supervision for cost control and initiative for avoiding unnecessary expenses.
- Facilitating to arrange internal events.
- Facilitate, control and coordinate the annual strategic marketing planning process.
- Maintaining roster.
- Producing documents, briefing papers, reports and presentations to the management.
- Arranging travel and accommodation
- Dealing with incoming email, faxes and post
- Taking dictation and minutes;
- Sending business letter / e-mail to local & overseas companies and offices.

• **Experience** : Fresher.

• **Salary** : Negotiable

Academic Qualifications : Masters in any discipline

Computer Literacy : Excellent aptitude in MS Excel and MS Word is essential.

Personal Attributes : The incumbent should have the following qualities:

- Age 22 - 28 year
- Strong interpersonal communication skills, capable of pleasantly interacting with different levels of staff.
- Excellent knowledge of English and Bengali is essential.
- Should be dynamic, proactive and target oriented.
- Must have good personality.