

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, Front Desk**

Job Location : **Dhaka**

Job Responsibilities:

- Greet and welcome guests.
- Answer questions and address complaints.
- Receiving all incoming calls and redirect them to the concerned person or keep messages.
- Receive letters, packages etc.
- Received Parcel, Courier, Bills and distribute to the concerned person.
- Maintaining File & Documentation
- Any other Tasks assigned by the management

- **Experience** : Fresher. Experience in related field will be treated as extra quality.

Salary : Negotiable

Academic Qualifications : Graduate 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
- Excellent knowledge of English and Bengali is essential.
- Should be dynamic, proactive and target oriented.
- Must have good personality.