

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 : PS to Managing Director

Job Location : Dhaka

Position No : 01

Job Responsibilities:

- Assist to Managing Director (MD)
- Maintaining schedule, Appointment
- Preparing documents, briefing papers, reports and presentations
- Arranging travel and accommodation
- Maintaining Internal & External communication
- Dealing with incoming email, faxes and post
- Taking dictation and minutes;
- Sending business letter / e-mail to local & overseas companies and offices.

Experience : Minimum 2 – 4 years experience in related field.

Salary : Negotiable

Academic Qualifications : Post 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 – 30 Years
- Having good knowledge on secretarial job
- Strong interpersonal communication skills
- Excellent command on English and Bengali is essential
- Good drafting capability in English