

Assistant Manager, Admin

Ref no: CP0139

Vacancy: 01

Job Designation: Assistant Manager, Admin

Job Responsibilities

- Conducts and coordinates operational, and related research to support strategic and business planning.
- Establishes and maintains a positive working relationship with all stakeholders, internal and external agency and other related contacts.
- Monitor's effectiveness of business operations, assesses quality of service and makes recommendations to improve operations.
- Gather reports, day to day activities and compiles and analyzes data.
- Receives additional training, as required, to gain full proficiency and experience in all areas.
- Prepares reports of findings and analysis. May make recommendations to management for operational changes.
- Develops economic demographic, business, and sociological forecasts to support development of plans and strategies.
- Work with regional and Central operations to analyze activities, operating costs, and forecast data to evaluate and determine progress toward business trends, goals and objectives.

Employment Status: Full-time

Educational Requirements

BBA/MBA from a well reputed university. Professional qualifications will give additional advantage.

Additional Requirements

- Minimum 3 years of experience in related field is required.
- Excellent in inter-personal & communication skills.
- As we have offices in whole Bangladesh, occasional travel outside Dhaka offices may require.
- Able to work under pressure and complete the task within a preset time-frame.
- Proficient in MS Office Package along with other office management tools.
- MS Excel knowledge will be of high priority.

Job Location: Dhaka

Salary: Negotiable

Please Send your updated CV along with cover letter mentioning "**Assistant Manager - Admin**" in subject line to career@paperfly.com.bd within 15th June 2022.