

Executive, Operations Support

Ref no: CPO097

Vacancy: 1

Job Responsibilities:

- Monitor end to end activity to identify issue and resolution with timely manner.
- Drive efficiency through information visibility.
- Coordinate with cross-functional departments.
- Manage internal and external customers.

Job Requirements:

- Graduation from any reputed university.
- 1/2 years of experience in relevant field.
- Knowledge in MS Office Word, Excel & Power point
- Creative & self-driven.

Job Location: Dhaka

Salary: Negotiable

Please send your updated CV along with cover letter mentioning "**Executive, Operations Support**" in subject line at career@paperfly.com.bd within 30th November 2021.