

Sr. Executive/Assistant Manager, Technology Enabled Services

Ref no: CP0116

Vacancy: 01

Job Designation: Sr. Executive/Assistant Manager, Technology Enabled Services

Job Responsibilities

- Discussing potential projects and their parameters with clients, executives and software developers.
- Having capability of selling tech products (software/service)
- Working as a technical translator between development team and stakeholders.
- Creating new scope of business which can be software project based or can be potential partnership-based project.
- Planning out the blueprints for projects, including defining the scope, allocating resources, setting deadlines, laying out communication strategies, and indicating tests and maintenance.
- Assembling and leading the project team.
- Ensuring each project stays on schedule and adheres to the deadlines.
- Determining and overseeing consistent testing, evaluation, and troubleshooting of all products in all stages of completion.
- Tracking milestones, deliverable, and change requests.
- Delivering completed products to clients and performing regular checks on the products' performance.

Employment Status: Full-time

Educational Requirements

BBA/MBA form a well reputed university. Professional qualification will give added advantage.

Additional Requirements

- Minimum 2 – 4 years of experience in related field is required.
- Excellent in inter-personal & communication skills.
- Having good government/non-government corporate liaison
- Good working knowledge of project estimation techniques
- Good leadership, decision-making, and organization skills
- Strong attention to detail and multi-tasking skills

Job Location: Dhaka

Salary: Negotiable

Please Send your updated CV along with cover letter mentioning “**Sr. Executive/Assistant Manager – Technology Enabled Services**” in subject line to career@paperfly.com.bd within **20th April 2022**.