



Private Secretary to the Chairman & Managing Director (CMD)
MEGHNA GROUP OF INDUSTRIES

Job Category: Secretary/Receptionist

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Job Summary

Posted On: 8 Oct 2024

Application Deadline: 25 Oct 2024

MGI
Meghna Group of Industries

WE ARE HIRING

PRIVATE SECRETARY

to the Chairman & Managing Director (CMD)

Job Responsibilities

Manage and coordinate schedules | File management and documentation | Meeting arrangement and minutes preparation | Travel arrangements | Maintain confidential records | Communication with internal and external stakeholders | Event management | Logistics support | Prepare reports/presentation

Requirements

Master's degree in any discipline | 10 years' experience in a similar role | Proficient in both English and Bangla | Strong command in MS Office and Modern Office Equipment

Salary and Benefits

Negotiable

Application Instructions

Candidates are requested to send their updated resume, along with a photograph to Human Resources Department, Meghna Group of Industries, Head Office, Fresh Villa, House No-15, Road No-34, Gulshan-1, Dhaka-1212, Bangladesh or E-mail: career@mgi.org, by October 25, 2024.

www.mgi.org