



Intern, Government & Trade Services
INTERTEK BANGLADESH

Job Category: Administration/General
Management

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Gender: Any

Career Level: Entry Level

Age Limit: 24 to 27 year(s)

Posted On: 24 Nov 2024

Application Deadline: 22 Dec 2024

Job Description/Responsibility

- Assist in implementing efficient operational processes and procedures to enhance productivity
- Assist in Coordinating with teams including scheduling, resource allocation, and inventory management
- Liaising between different departments to ensure collaborative and cohesive work environments
- Providing support in document preparation , data entry and report preparation
- Handling customer inquiries and resolving issues that affect operational efficiency

Education Requirements

- Bachelor/ Honors(Bachelor of Science (B.Sc)) completed.

Additional Academic Requirements

- Bachelor of Science (BSc) in Food Science
- Candidates with Bachelor of Science in Food Engineering or Diploma in Food Technology will be given preference.

Experience Requirements

- No experience is required.

Skills Requirements

- Age 24 to 27 years
- Supply Chain Management
- Inventory Control and Management
- Data Analysis and Reporting with excellent computer skills
- Quality Assurance and Control
- Regulatory Compliance and Documentation

Work Area

- Applicant should have experience of working in the following category(ies):
Administration/General Management

Industry Type

- Experience should include the following skills: Garments/Textile