



Front Desk Officer

BANGLADESH SHIPPING AGENTS' ASSOCIATION (BSAA), CHATTOGRAM

Job Category: Secretary/Receptionist

Job Source:

Job Summary

Posted On: 29 Dec 2024


Application Deadline: 20 Jan 2025



সমকালের
প্রতিষ্ঠাবার্ষিকীতে

**শুভাকাঙ্ক্ষা ও
অভিনন্দন**

 **বাংলাদেশ শিপিং এজেন্টস্ এসোসিয়েশন**
BANGLADESH SHIPPING AGENTS' ASSOCIATION

 **Walk in Interview**

সমকাল

Agromach Engineering Private Limited (Bangladesh Office) is seeking Qualified personnel for the following posts:

1. MARKETING MANAGER	1 Person
2. MARKETING EXECUTIVE	1 Person
3. OFFICE ASSISTANT	1 Person
4. Front Desk Officer	1 Person

Required Skill & qualification:

- A bachelor's degree in a business field, such as marketing or communications, is typical. Relevant courses include consumer behavior, market research, and art history and HSC for Office Assistant & Front Desk Officer.
- Three to five years of experience in relevant area are required.
- The ability to lead and manage teams for position mentioned in Sl. No. 1

Job Responsibilities of Sl. No. 1 & 2:

- We are seeking an innovative Marketing Manager to promote our company's brand & service.
- Candidate need to involve in every aspect of Marketing from putting together estimates & budgets for campaigns to submit them for approval.
- Develop & manage the company's marketing program including implementing marketing plan & budgets.
- Develop sales action plan for new & existing
- Manage the marketing budget ensuring all expenditure align with the overall strategy
- The Marketing Manager is to responsible for organizing & managing marketing campaigns from creation to execution.
- The Marketing manager plays a pivotal role in steering the strategic direction of the company's branding & marketing efforts.

The qualified personnel are requested to contact personally with all Academic Certificates to Dhaka Office: Agromach Engineering Private Ltd., Bangladesh Branch Office, 43/R/5C, Flat-A/5, Skytouch, West Panthopath, Tejgaon, Dhaka-1215. Feel free to contact: +8801307-048036, +8801977633501