



Intern - Business Development
BJIT LTD.

Job Category: Sales/Marketing/Business
Development

Job Source: nrbjobs.com

Job Summary

No. of Vacancy: 01

Gender: Any

Career Level: Entry Level

Employment Type: Full Time

Age Limit: 22 to 28 year(s)

Posted On: 19 Jan 2025

Application Deadline: 16 Feb 2025

Job Context

- **Internship Period:** 4 Months

Job Description/Responsibility

- Support our team with (LinkedIn, BJIT Website etc.).
- Assist with upcoming campaigns and projects.
- Assist with email, documentation, and proposals.
- Coordination of interviews.
- Management of team activities.
- Prepare guidelines for new rules, policies and processes.
- Arrange and attend company events.
- Provide support for recruitment & training.

Education Requirements

- Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

Additional Academic Requirements

- Bachelor of Business Administration (BBA)

Experience Requirements

- No experience is required.

Skills Requirements

- Age 22 to 28 years
- Good understanding of the latest marketing trends and techniques.
- Excellent verbal and written communication skills.
- Basic Knowledge of LinkedIn and social media.
- Good Academic results or highly skilled in English Writing.
- Good IELTS scores will be treated as an added advantage.
- Knowledge of the IT/Software/Tech sector would be an added advantage.

Work Area

- Applicant should have experience of working in the following category(ies):
Sales/Marketing/Business Development

Industry Type

- Experience should include the following skills: IT/Telecommunication

Compensation/Benefits

- Remuneration: BDT 10,000 (per month)
- Partially Subsidized Lunch Facilities
- 5 working days (Weekends: Sat & Sun)
- Opportunity to learn & develop your skills extensively.