



**Officer - Security Management, Administration**  
BKASH LTD.

**Job Category:** Administration/General  
Management

**Job Source:** nrbjobs.com

## Job Summary

**No. of Vacancy:** 01

**Gender:** Any

**Career Level:** Entry Level

**Employment Type:** Full Time

**Experience:** 2-3 years

**Posted On:** 17 Aug 2025

**Salary:** Negotiable

**Application Deadline:** 10 Sep 2025

## Job Context

- The incumbent will be supporting admin security team by initiating and implementing different safety and security measures including fire safety. The position requires administrative and execution skills, as well as the ability to effectively communicate with stakeholders and team members.

## Job Description/Responsibility

### • Security Guard Services Coordination:

- Coordinate and manage the security guard services provided by the contracted external security services company.
- Ensure that the most skilled security guards and supervisors are deployed in bKash premises.
- Assign duties and responsibilities to security guards and other personnel before any large or sensitive functions, and during contingency periods.
- Monitor security guard activities at night and on holidays using different security devices.

### Guard service training:

- Contribute in developing training modules for security guards to enhance security efficiency.
- Facilitate training sessions for security guards on different security topics.

### Parking Safety and Security:

- Monitor and maintain the safety-security and cleanliness of parking facilities at different bKash offices.
- Conduct different surveys to enhance parking arrangements.
- Check the registers of parking for different parking-related information.

### Incident Investigation:

- Investigate incidents as instructed by the line manager.
- Prepare reports and send reports to relevant stakeholders.

### Provide Protocol for Higher Management:

- Coordinate and provide protocol for higher management whenever needed.
- Onboarding protocol service providers for operational efficiency.

### Fire Safety and Evacuation Drills:

- Monitor the fire alarm system and taking appropriate action in case of any fire-related incidents.
- Maintain and monitor fire safety equipment of all offices across the country.

- Organize fire safety training programs.
- Conduct fire evacuation drills in different facilities of the company.

**Additional Tasks:**

- Respond to any other administrative, emergency, fire and security related support as and when required.

**Experience Requirements**

- 2 - 3 years of experience is required.

**Additional Experience Requirements**

- The applicants should have experience in the following business area(s): Security Service, Fire Fighting and Safety

**Work Area**

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

**Industry Type**

- Experience should include the following skills: IT & Telecommunication

**Compensation/Benefits**

- Salary: Negotiable