

JOB OPPORTUNITY AT STARTUP BANGLADESH LIMITED

Startup Bangladesh Limited is the only flagship venture capital company under ICT Division sponsored by the Bangladesh Government, started its journey in 2020 with a vision to transform the Startup Ecosystem in Bangladesh.

Position: Executive Assistant to MD

Job Overview: We are seeking a highly professional and detail-oriented Executive Assistant to provide comprehensive support to our Managing Director (MD). The ideal candidate will possess exceptional communication and organizational skills, along with the ability to operate in a dynamic and fast-paced environment. The position is structured as a contractual engagement for a duration of two years, with the high possibility of renewal contingent upon the receipt of a satisfactory performance evaluation.

Principal Job Role/Accountabilities

- Manage and maintain the MD's schedule across various time zones, ensuring efficient use of time and meeting prioritization.
- Handle all incoming and outgoing communications.
- Prepare and edit correspondence, reports, and presentations.
- Organize and facilitate meetings, including setting up video/audio conferencing, preparing meeting agendas, and taking detailed minutes.
- Act as a liaison between the MD and internal departments, external partners, and government bodies.
- Manage travel arrangements and prepare complex travel itineraries.
- Assist with project management and special assignments as needed to support the MD.
- Take and distribute company meeting minutes as appropriate.
- Proactively aggregate resources (i.e. agendas, guest entry pass) prior to meetings
- Greet guests, especially to MD, and ensure onsite meetings flow smoothly (i.e. agendas, ordering lunch, printing materials, virtual meetings etc.).
- File and organize documents and assist with printing and other ad hoc requests.
- Uphold the highest level of professionalism, confidentiality, and ethics in all tasks and interactions.
- Any other relevant task assigned by the management.

Job Requirements:

- Bachelor's degree in Business Administration, Communications, or a related field from a reputed university.
- Minimum one year of proven experience as an Executive Assistant, Personal Assistant or similar role.
- Excellent communication skills, both verbal and written
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and comfortable with digital communication tools.

Compensation: Commensurate with experience **Age Limit:** 35 years

Application Procedure:

(1) Interested candidates are invited to submit their resume and a cover letter explaining their qualifications and interest in the position to: career@startupbangladeshvc.gov.bd. Please include "Application for the Position of Executive Assistant to MD" in the subject line of your email. The application deadline is May 25, 2024.

(2) Only shortlisted candidates will be called for a written test and interview.

Date: May 09, 2024

Memo: 56.07.0000.002.11.010.23-950

Nazmul Huda

Human Resource Associate