

Head of Sales 502-06C0901

Reporting to COO, will be responsible for developing and implementing marketing & sales strategies & execute sales plans. Seek & implement significant marketing solutions and ensure highest customer satisfaction.
Location: Rahimafrooz CNG Ltd.

- Qualifications:**
- Business Graduate with Engineering background
 - 5 - 6 years experience in sales & marketing and in similar fields
 - Self motivated, result oriented with interpersonal and analytical skills
 - Good communication, ability to engage and inspire people
 - Ability to travel widely

Manager/Team Leader - Corporate Sales 502-06C0802

The Manager/Team leader - Corporate sales will be responsible for planning, directing, executing, controlling and managing corporate sales team and taking special initiatives independently.
Location: Rahimafrooz CNG Ltd.

- Qualifications:**
- MBA (Marketing)/Master's or advanced degree in Business Administration, Information Technology or Public Administration
 - Experience in corporate/institution sales
 - Team building and leadership capability
 - Strong relationship and negotiation skills with customer service orientation

Senior Supply Chain Officer 502-06C0703

Ensure foreign procurement, LC documentation, release foreign documentation, made inspection, inventory management and reporting inventory to the higher management etc. and also ensure local procurements of CNG unit.
Location: Rahimafrooz CNG Ltd.

- Qualifications:**
- Masters in commerce (Accounting) or MBA with major in Finance & Accounting
 - Minimum 3 years experience in MNC/Local corporate with specialty in foreign and local procurements
 - Familiar with inventory management and reporting
 - Independently able to make correspondence with foreign & local suppliers and related regulatory authority
 - Good in MS Excel, Word and Power Point presentation

Marketing Executive 502-06S0704

Reporting to Manager - Marketing & Sales, will be responsible for developing and implementing marketing programs from planning to execution of sales plans, seek & implement significant marketing solutions and ensure highest customer satisfaction.
Location: Rahimafrooz Superstore Ltd. & Rahimafrooz Energy Services Ltd.

- Qualifications:**
- Business graduate with major in Marketing
 - 2 - 3 years experience in sales & marketing
 - Self motivated, result-oriented with good interpersonal and analytical skills
 - Good communications, skills to engage and inspire people
 - Ability to travel widely

HR & Admin Executive 502-06E0705

Reporting to COO, will be responsible for HR & Administration activities.
Location: Rahimafrooz Energy Services Ltd.

- Qualifications:**
- Business Graduate. BBA preferred
 - 1 - 2 years experience in relevant job
 - Self organized, and able to work under pressure
 - Engages and inspires
 - Able to work independently & with team

Sales Engineer - Gas Generators 502-06E0606

Reporting to Head of Corporate Sales, will be responsible to achieve sales targets through ensuring highest customer satisfaction.
Location: Rahimafrooz Energy Services Ltd.

- Qualifications:**
- Diploma in Mechanical/Electrical Engineer
 - 3 - 4 years experience in selling gas generators
 - Self motivated, result-oriented with excellent interpersonal and analytical skills
 - Good communication, skills to engage and inspire people
 - Ability to travel widely

Project Manager 502-06A0907

The Project Manager will be responsible for planning, directing, executing, controlling and managing projects department and taking special initiatives independently.
Location: Rahimafrooz Bangladesh Ltd.

- Qualifications:**
- Mechanical/Electrical Engineer (B.Sc)
 - 4 - 5 years minimum work experience in project related field
 - Experience in technology project management in a large organization involving coordination of multiple projects
 - Team building and ability to engage and inspire people
 - Strong relationship and negotiation skills with a customer service orientation
 - Experience with project management software such as Microsoft Project

PS to COO 502-06C0510

Reporting to COO, will be responsible to organize office appointments, schedules and activities. Provide routine administrative support to COO.
Location: Rahimafrooz CNG Ltd.

- Qualifications:**
- A-level
 - 3 - 4 years experience in relevant job
 - Experience in similar job in a reputed organization
 - Positive attitude, energetic, self organized, and able to work under pressure
 - Good secretarial knowledge
 - Able to work independently & in a team

Sales Officer 502-06C0511

Reporting to Manager - Operations & Sales, will be responsible to achieve sales targets through ensuring highest customer satisfaction.
Location: Rahimafrooz CNG Ltd.

- Qualifications:**
- Business graduate. BBA preferred
 - 3 - 4 years experience in selling
 - Experience in engineering or power products
 - Self motivated, result-oriented with excellent interpersonal and analytical skills
 - Good communication, skills to engage and inspire people

Senior Accounts Executive 502-06C0712

Ensure proper treasury management, budgeting, bank reconciliation, software-based reporting, fixed assets management, tax management, cash flow working, sales reporting, and others financial reporting and product costing.
Location: Rahimafrooz CNG Ltd.

- Qualifications:**
- M.Com in Accounting with CA Inter/ACMA Inter
 - Minimum 3 years experience in MNC/Local corporate, especially in a reputed manufacturing organization
 - Familiar with accounting software-based reporting
 - Able to handle all assigned job independently
 - Able to handle bank & regulatory authority independently

Company Secretary 502-06A1013

Reporting to Group MD, will be responsible for Company's overall secretarial affairs.
Location: Rahimafrooz Bangladesh Ltd.

- Qualifications:**
- Graduate. CA/CMA/Chartered Secretaries preferred
 - 7 - 8 years experience in similar job in a reputed organization
 - Organizing effective Board meetings, agenda, minutes, preparation before meetings
 - Thorough practical knowledge in company & relevant laws, strong command in English, interpersonal relationship, public relations, effective liaison with external governance bodies (e.g. SEC, RJSC etc.)

Service Manager 502-06E0814

Reporting to COO, responsibility of the entire Service Dept (Diesel & Gas Generator).
Location: Rahimafrooz Energy Services Ltd.

- Qualifications:**
- B.Sc./Electrical/Mechanical Engineer preferred
 - 5 - 7 years experience in similar job in a reputed organization
 - Self motivated, result-oriented with interpersonal and analytical skills
 - Good communication, skills to engage and inspire people
 - Ability to travel widely

Sales Engineer - Diesel Generators 502-06E0615

Reporting to Head of Corporate Sales, will be responsible to achieve sales targets through ensuring highest customer satisfaction.
Location: Rahimafrooz Energy Services Ltd.

- Qualifications:**
- Diploma in Mechanical/Electrical Engineer
 - 3 - 4 years experience in selling gas generators
 - Self motivated, result-oriented with excellent interpersonal and analytical skills
 - Good communication, skills to engage and inspire people
 - Ability to travel widely

Rahimafrooz is a high growth multi-industry conglomerate with aggressive targets of revenue and profit growth going forward as a result of its participation in attractive market segments and industries.

We are strengthening our team

All the applicants must possess computer proficiency and strong command in written & spoken Bangla and English.

You are invited to apply for suitable position within 7 days of this advertisement. Please send your resume with a copy of a recent passport size photograph to the HR Department, Rahimafrooz (Bangladesh) Ltd., Corporate Office, 1/A, Gulshan Avenue, Gulshan-1, Dhaka-1212. Mention the reference number on the envelope.

Service Supervisor 502-06E0508

Location: Rahimafrooz Energy Services Ltd.

- Qualifications:**
- Diploma in Mechanical/Electrical Engineering
 - With 2 - 3 years experience.
 - Self motivated, result-oriented with good interpersonal and analytical skills
 - Good communications, skills to engage and inspire people
 - Ability to travel widely

Store Officer 502-06E0509

Location: Rahimafrooz Energy Services Ltd.

- Qualifications:**
- Diploma in Mechanical/Electrical Engineering
 - With 2 - 3 years experience
 - Good general knowledge
 - Able to work independently and in a team



An equal opportunity employer