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Note: If Women are particularly encouraged to apply. If Any persuasion will disqualify the candidates, If internal and external applicants shall be treated equally in the entire selection process, If Applicants who have relatives in CARE are discouraged from applying. If Only short listed candidates shall be invited for the interview If Please with the conference of the interview If Please inte the position applied for af the top right hand corner of the envelope Visit CARE web-site on: www.carebd.org

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- Organizes and maintains electronic and hard copy files of Executive Office data and information. Receives, opens, screens and routes daily mail including responding
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- Must be a MBA/BBA/Masters in any discipline from a reputed University. Minimum 5 years experience in similar position.
- Knowledge of standard office procedures and practices. Age: Maximum 35 years.

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Qualification

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- Can correspond letters based on verbal indications.
- Fluency in English both oral and written.

Deserving candidates will be offered attractive package benefits. Interested candidates are requested to send their C.V. alongwith 2 copies Passport size photographs to Daily Star Box No. A 243 or e-mail: dhakajob@gmail.com within 10 days after publication of this

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