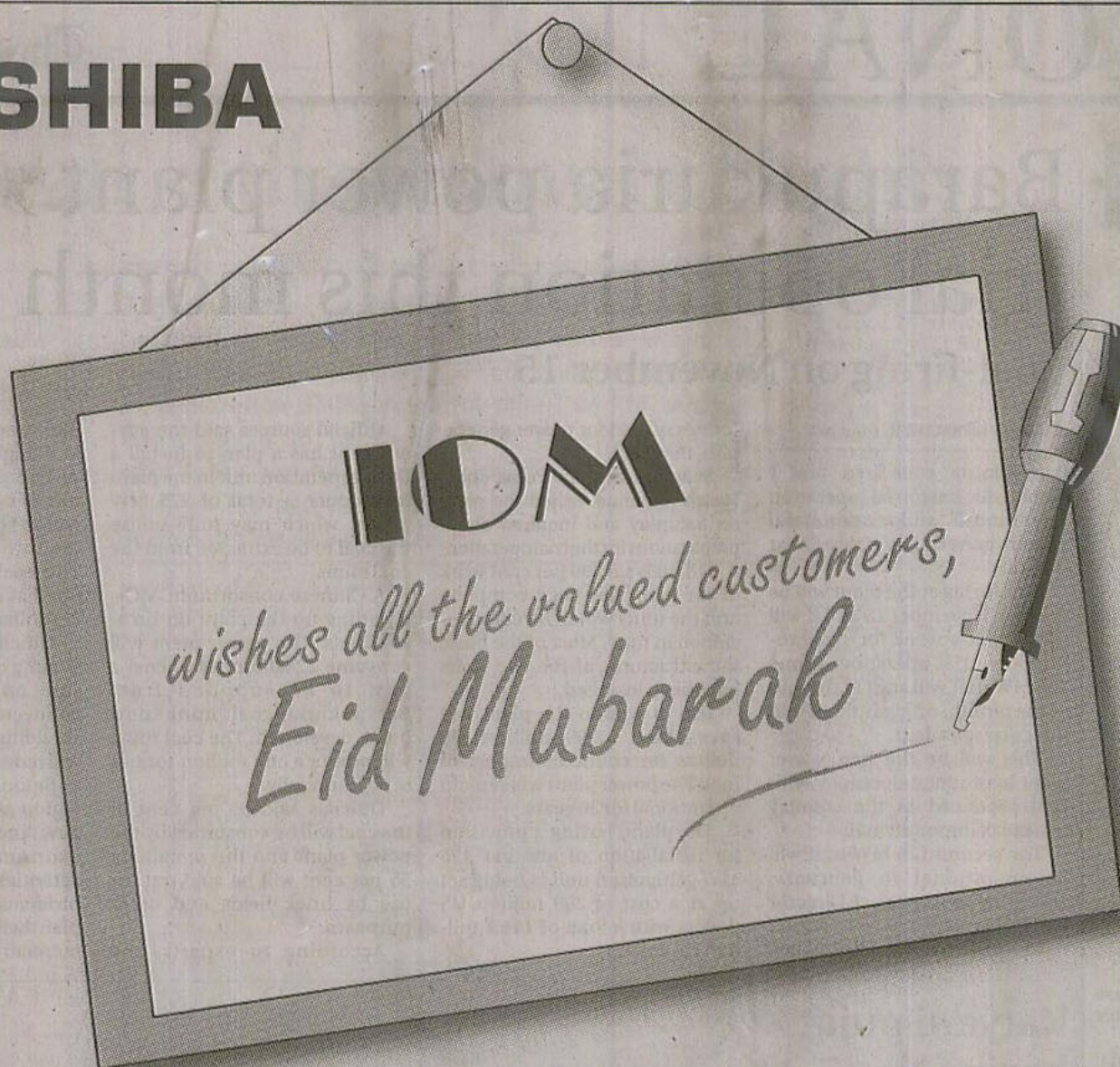


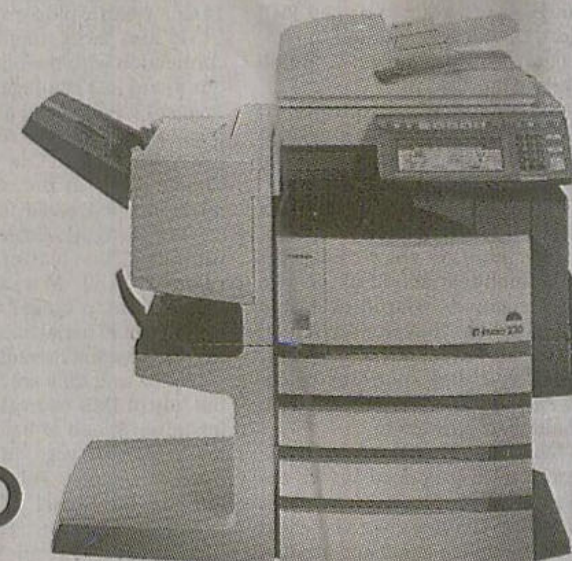
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BOC Bangladesh Ltd. a member company of the BOC Group, UK has the following opportunities available for talented, dynamic, self motivated and hard working candidates (male/female) to take on the career challenges.

**Accounts Payable Manager (Job ID : 842290)**

Reporting to the Finance Director, you will be required to manage company's bank and cash payment function as per company policy. You will also be responsible for ensuring internal control compliance related to your area of activities. Establish liaison with BOI (Board of Investment), banks for foreign remittance, maintaining contacts with regulatory bodies as and when necessary. You will also oversee the administration of company's PF and WPPF and preparing their annual accounting, which will also come under the purview of the job.

You should possess a Degree in Chartered Accountancy with high academic and proven service track record, have required experience preferably with large multinational organization in SAP environment and initiatives to improve business further, be mobile and demonstrate passion to win with commitment and continuously push the boundaries of performance.

**Customer Relations Officer (Gases/Welding/Medical - Job ID : 842288)**

Reporting to the Regional / Area Manager, you will be required to visit customers to promote and sell company products to meet budgeted plan within the organization. You will assist in customer complaint handling and generate various reports (weekly plan, monthly reports, stock reconciliation etc.). You will be also administering sales location, VAT activities, update customers' information and debtor's collection.

Based in various locations countrywide, you will be required to play a vital role in the sales and marketing process and travel frequently. You will also assist Regional / Area Manager to meet production targets and perform any other jobs assigned to you from time to time. The role requires adaptability, ability to influence, complemented with excellent communication skills.

You should possess a Degree in Business or Engineering with some practical experience preferably in the relevant field.

**Plant Engineer (Job ID : 842287)**

Reporting to the Plant Manager, you will be required to ensure smooth operation as per production budget in shifts and management control of environment and structure within the organization. You will assist to identify scope of improvement in the process, generate various production related reports, minimize downtime & production loss and dispatch of products from the plant. You will perform preventive maintenance and trouble shooting to ensure smooth running of the production process and monitor spares as needed from time to time.

Based at plant sites in various sites of the company, you will be required to play a vital role in the production process and assist Plant Manager to meet production targets and perform any other jobs assigned to you from time to time. The role requires partnership building with capability development.

You should possess a Degree in Engineering with flair of some practical experience preferably in the relevant field

**Accountant Inventory (Job ID : 842291)**

Reporting to the Accounts Manager (Costing & Inventory Management), you will be required to ensure purchases as per SAP procedure, verification of stock and stores, material management related accounting transactions through SAP MM module. Reconciliation of LMS (in house developed software) transactions with SAP appropriate cost allocation of foreign purchase and prepare CIG statement. You will also be administering proper tracking of stock vendor transactions and reconcile vendor accounts, verify inventory documents for internal control, all foreign purchase expenses i.e. insurance, bank, clearing bills, transport contractors' bills, cost analysis for own and hired transports.

You should possess a Degree in M.Com in Accounting/CA Intermediate, high academic and proven track record preferably in the relevant field.

**Management Trainee (MT - Job ID : 842289)**

As a MT you will undergo 4 separate Block Assignments, each having 6 months duration. Block assignment is a full time job responsibility to be supervised by a manager, who will assign task/ project with specific CSFs (Critical Success Factors) and KPIs (Key Performance Indicator) and on completion of each block assignment an assessment will be done by the supervisor and the supervisor will evaluate and grade the MT as per the company performance management system. The performance grade will be transferred to the next supervisor of the next block till the MTs complete 4 Block assignments. On successful completion of 4 block assignments with expected grade, a MT will be placed in a permanent position of the Company.

The Management Trainee program aims to employ most talented and motivated graduates preferably in Business and Engineering discipline and train them to assume key roles in the Company. The successful candidates will display strong drive and ambition. The MT needs to be self-starter, achiever and highly pro-active towards work and behavior.

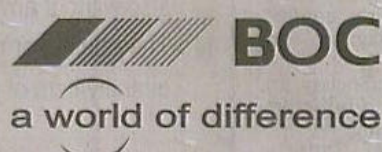
The successful candidate should possess strong drive and ambition and must have Post Graduate Degree preferably in the Business or Engineering discipline, high academic standing, fluency in English language and strong computer literacy; 2-3 years of working experience preferably in a multinational environment, display extraordinary leadership abilities, dynamism, be achievement oriented and highly mobile.

Candidates for all the above positions must have fluency in English language, strong computer proficiency, be dynamic, a self-starter, achievement oriented, mobile and must have required behavioral competencies with awareness on safety, environment and health.

Please apply via URL: [www.bocjobs.com/asia](http://www.bocjobs.com/asia)

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**We Mourn**



Independent University, Bangladesh (IUB) and the Education, Science, Technology and Cultural Development Trust (ESTCDT) deeply mourn the sad demise of Ambassador M.M. Rezaul Karim who passed away on Saturday, 29 October 2005 in Cairo, Egypt. A career diplomat, Ambassador Karim was a member of the ESTCDT which founded IUB. In expressing deep condolences and sympathies to the family, the IUB Community and the Members of the Trust pray that his departed soul may rest in eternal peace.

Bazul M. Chowdhury  
Vice Chancellor, IUB

Towhid Samad  
Chairman, ESTCDT

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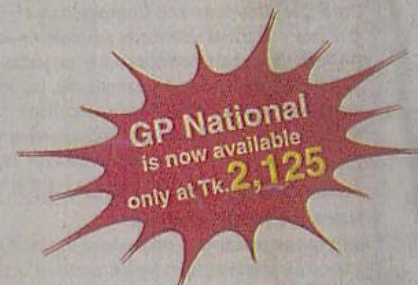
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