



BE A PART

OF LEADING LOCAL CONGLOMERATE

CREATING
lifestyles

CUSTOMER MANAGEMENT

DGM & Head of Customer Management

Job Responsibilities

- Supporting the execution of business and sales plans
- Sales forecasting based on market intelligence/feedback
- Support in developing marketing and promotional plans
- Identify and explore the market for new business opportunities
- Identify and develop relationships with clients to ascertain opportunities
- Responsible for ascertaining performance & competition
- Analysis of market & competitor's activities on ongoing sales
- Implementing special projects of top management, as and when required

Requirements

- MBA with Major in Marketing or Masters in Marketing from a reputed university
- 8-10 years of experience preferably in a multinational/reputed real estate company
- Proven interpersonal skills in multidimensional environment
- Computer literacy in MS Word, Excel, PowerPoint and Outlook

Deputy Manager/Assistant Manager, Brand Management & Market Communication

Job Responsibilities

- Develop Marketing Policies, strategize and ensure their effective implementation to achieve business excellence
- Formulate media strategies and promotional plans covering activities, spend levels, and deliverables
- Ensure pragmatic Brand Strategy (project wise) in line with overall Business Target, their execution plan & monitoring system
- Conduct Market Research about customer preference, competitor information to get competitive advantages

Requirements

- MBA or BBA major in Marketing from any reputed university
- About 3-5 years hands on experience in Real Estate Business/TeCo/FMCG
- Age should not exceed 35 years
- Fluency in MS Office applications, Photoshop, Illustrator, 3ds max, Maya, Flash

Senior Executive/Executive, Customer Care Revenue

Job Responsibilities

- Make due and overdue statement for clear picture of the fund flow
- Communicate with client for expedite the installment money on the basis of due and over due statement
- Regular follow-up & maintain with clients over phone or in writing to reduce the due and over due installment
- Make liaison with various financial institute like Banks, DBH, IDLC, etc.
- Reconciliation the revenue collection, client wise with accounts Department

Requirements

- MBA in Finance/Marketing or M Com with Bachelor degree from a reputed institution
- Age should not exceed 35 years
- About 3-4 years experience in related field
- Should have comprehensive understanding of revenue collection and credit realization

Senior Executive/Executive, Customer Care Engineering

Job Responsibilities

- Regular follow up of with client regarding modification & additional works
- Attend Customers/Clients whenever required
- Follow up, check & forward OWRP, Drawings, Measurements & Costing for management approval
- Regular physical monitoring & follow up of implementation of Modification works in projects
- Monitoring quarterly revision of Rate Analysis
- Maintain Customer complain register & to take necessary action

Requirements

- B. Sc. In Civil Engineering from any reputed institution
- Age should not exceed 30 years
- About 3-5 years experience in related field

Executive/Senior Executive, Customer Care Services

Job Responsibilities

- Hand over of apartments to the Clients and Land Owners
- Formation of Common Management Association
- Handover the complex & project related documents to the Common Management Association
- Provide after handover services to the handed over Complexes and to reach clients' satisfaction thereby
- Maintaining long-term relationship with our valued Clients
- Creating satisfied client eliminating unfavorable views towards the Company
- Maintain long-term relationship by providing after handover services to our valued Clients & create references.

Requirements

- BBA/MBA/M Com in any discipline
- About 1-2 years experience in related field
- Should have comprehensive understanding of after sale customer service

Senior Executive/Executive, Customer Relations & Sales

Job Responsibilities

- Create market and achieve sales target to ensure profitability of the organization
- Identify key customers and extend personalized service to them
- Forecast future sales through analysis of previous data and other sales information

Requirements

- MBA major in Marketing or M Com from any foreign or local university. B Sc in Civil Engineering with MBA may also apply for the position
- About 3-4 years hands on selling experience in Real Estate Business
- Age should not exceed 32 years
- Must be well-groomed, presentable and possess amiable personality
- Excellent communication skills with strong sense of responsibilities
- Self-motivated and able to work under pressure in a fast-paced working environment
- Fluency in Microsoft Office applications and E-mailing

PROJECT DEVELOPMENT & LAND PROCUREMENT

Manager, Business Development, Chittagong

Job Responsibilities

- Materialize the management vision through land procurement planning & effective execution in the area of current business
- Land Procurement related jobs such as: land information collection, land visit, preparation of feasibility report, negotiation & preparation of suitable offer & final approval from company management
- Cost analysis of different projects
- Create & maintain client database in terms of land procurement
- Achieve annual land procurement target
- Maintain relationship with the land owner's and also to give them extensive service
- Collect information about competitor's offer in specific area and to compare with others

Requirements

- MBA major in Marketing or M. Com. from any foreign or local university
- 3-4 years experience in the Land Procurement Department in any reputed Real Estate Company
- Age should not exceed 35 years
- Must be well-groomed, presentable and possess amiable personality
- Excellent communication skills with strong sense of responsibilities

Assistant Manager/Senior Executive, Land Coordination

Job Responsibilities

- Coordination with the Landowners for smooth operation of their projects & maintain good relationship
- Coordination with Planning & Design, Construction and Logistics Department for smooth completion of the projects

Requirements

- B Sc In Civil Engineering from any reputed university with
- 2-3 years experience in any reputed Real Estate Company
- Age should not exceed 30 years
- Must be well-groomed and amiable personality with excellent communication skills

Senior Executive/Executive, Business Development Dhaka & Chittagong

Job Responsibilities

- Collection of Land & landowners information, Create & maintain client database
- Preparation of project proposal and negotiate with the Landowners through effective negotiation skills
- Materialize the management vision through land procurement planning & effective execution in the area of current business
- Create & maintain client database in terms of land procurement
- Maintain relationship with the land owner's and also to give them extensive service

Requirements

- MBA major in Marketing or M Com from any foreign or local university
- 4-5 years experience in the Land Procurement in any reputed Real Estate Company
- Age should not exceed 30 years
- Must be well-groomed, presentable and possess amiable personality
- Excellent communication skills with strong sense of responsibilities
- Self-motivated and able to work under pressure in a fast-paced working environment
- Fluency in Microsoft Office applications and E-mailing

CONSTRUCTION OPERATIONS

AGM & Head of Workshop & Warehouse

Job Responsibilities

- Materialize the management visions through operational planning & development in the area of production of backward linkage of construction for real estate business through workshop, Warehouse, Concrete batching plant and so on
- Execute Operational Plans & ensure effective Monitoring System of warehouse, workshop, batching plant, etc.
- Ensure full feasibility study of each unit of manufacturing, timely preparation & finalization for execution
- Coordinate, liaise and uphold relationships with other units of the business like construction wings, design wings, etc.

Requirements

- B.Sc. in Civil Engineering from any foreign or local university along with MBA shall be given preference
- About 10 years experience in any renowned local Real Estate company
- Excellent management skills with strong sense of responsibilities to meet deadlines
- Analytical bent of mind with ability to forecast and Negotiation Skill is required

Manager, Workshop

Job Responsibilities

- Lead the manufacturing activities for the building construction materials like concrete by batching plant, wood work, paved tiles, metal, Aluminum, etc.
- Manage multiple activities through effective planning, budgeting, monitoring, reporting of progress, etc.
- Read & understand all types of design drawings, co-ordinate and solve design related problem by consulting with design team
- Liaise with and update head office with relevant work programs, progress reports, cost analysis and projections
- Ensure adequate material and labor for relevant manufacturing
- Ensure quality of product manufactured

Requirements

- The ideal candidate should be a B. Sc. in Civil Engineering with minimum 8 years or Diploma in Civil Engineering with minimum 10 years hands on experience from a reputed company in real estate sector or in relevant job having adequate knowledge in computer based project management and design software

Manager, Construction Operations, Chittagong

Job Responsibilities

- Lead the company's construction operations in Chittagong
- Manage multiple projects through effective planning, budgeting, monitoring, reporting of progress, etc.
- Read & understand all types of design drawings, co-ordinate and solve design related problem by consulting with design team
- Liaise with and update head office with relevant work programs, progress reports, cost analysis and projections
- Ensure adequate material and labor for projects through coordination with supply chain team, contractors, etc.
- Ensure inventory management and control as per company policies
- Ensure quality of build while maintaining cost effective construction operations
- Design & implement policies and procedures to achieve speed and modernization in construction activities in line with company and business objectives
- Ensure safety, health and environmental aspects of projects in accordance with company policies

Requirements

- The ideal candidate should be a B. Sc. in Civil Engineering with minimum 8 years hands on experience from a reputed company in real estate sector having adequate knowledge in computer based project management and design software

Assistant Manager, Safety, Health & Environment (SHE)

Job Responsibilities

- Formulate process to identify hazards
- Ensure compliance of safety equipments & procedures at site level as well as training of personnel on SHE issues
- Regular audit of safety compliance
- Regular identification of hazard and also formulate solution to close each hazard that are potential safety threats
- Follow Environmental policy laid down by the organization
- Ensure that all construction projects are kept clean, hygienic and hazard free to ensure healthy work environment

Requirements

- Should be a B Sc Engineer/Masters in any discipline with proper safety course having minimum 5-6 years experience in building construction works
- The candidate should have adequate training in the relevant field
- Age should not exceed 35 years

Construction Engineer, Dhaka & Chittagong

Job Responsibilities

- Supervise & manage the quality construction work of individual project independently through effective planning, monitoring, reporting of progress, managing contractor and ensuring proper inventory management of site
- Read & understand all types of design drawing, execute work according to same and provide feedback regarding design issues in construction
- Ensure safety, health and environmental aspects of projects in accordance with company policies

Requirements

- The ideal candidate should be a B. Sc. in Civil Engineering with 3-5 years or Diploma in Civil Engineering with 5-8 years hands on experience from a reputed company in real estate Company
- Age should not exceed 35 years

Senior Electro-Mechanical Engineer, Dhaka & Chittagong

Job Responsibilities

- The person will be responsible for supervising and implementing all kind of electro-mechanical activities of projects of the company
- The candidate should be skilled in ensuring commissioning and overall supervision of internal electrical works, Generator, Sub-Station, Lift, Central Air-condition and other electro-mechanical equipment for residential, commercial and industrial projects

Requirements

- The ideal candidate should be a B Sc In Electrical Engineering with 5-7 year experience or Diploma in Electrical Engineering with 7-10 years hands on experience in any reputed Real Estate Company
- Age should not exceed 35 years

FINANCE & ACCOUNTS

Manager/Deputy Manager, Finance & Accounts

Job Responsibilities

- Support Business Units for preparing short-term or long-term Strategic and Operational Plan based on financial analysis
- Introduce the best practices of daily financial activities including Treasury Management and Revenue Collection
- Ensure the availability of cost-effective financing to meet the needs of the current and future requirements of the business
- Analyze company needs, financial data, and cost breakdowns for monitoring
- Establish professional relationships with Banks and other lending institutions
- Identify cost centers of all financial transactions & integrate through IT
- Perform cash flow analysis on OCF basis
- Support Supply Chain Team during project feasibility & for Other Financial Decision making of the Business
- Follow progress of real estate investments in order to recommend buy/sell/hold strategies
- Analyze company debt load and new investments. Recommend structuring and refinancing alternatives with banks and other lending institutions

Requirements

- MBA in Finance/CA (intermediate) with Bachelor degree from any reputed institution
- Age should not exceed 40 years
- Minimum 5 years experience in multinational/local reputed organization
- Should have comprehensive understanding of treasury/cash management
- Able to independently characterize himself to the financial institution for all financial transaction on behalf of the company
- Should have wide and close contacts with all reputed financial institutions

Senior Executive, HR & Administration

Job Responsibilities

- Assist in maintaining personal file of all employees
- Assist in develop, review and revised the Human Resources Management Guidelines defining group policies on employee recruitment, selection, compensation benefits, training & development, termination, grievances, performance appraisal etc.
- Assist in keeping up date with latest developments in HR matters and to develop IT based systems to ensure better in-house ability to manage personnel issues
- Assist in providing standards, advice and guidance to line managers to enable them to conduct and complete annual performance appraisals (job assessment) of employees within the set time frame
- Assist in counseling of de-motivated/dissatisfied/outgoing employees, finding out the reasons responsible for and recommend management for appropriate steps for removal

Requirements

- MBA in HRM from any recognized foreign/national university
- About 3-5 years experience in related field
- Age should not exceed 35 years
- Good command over English and fluency in Microsoft Office applications

Executive, Finance & Accounts

Job Responsibilities

- Ensure all voucher entries and posting in Accounting System
- Prepare Debit Vouchers, Journal Vouchers and finalize periodical Accounts
- Prepare all computerized reports & statements
- Carry out monthly Bank reconciliation of all Bank accounts
- Assist other Accounts personnel for day-to-day Accounting Operations

Requirements

- MBA or Masters in Accounting from any reputed university
- CA Course Completed or partly qualified will be treated as an added advantage
- About 2-3 years experience in the relevant field
- Within 30 years of age
- Fluent in Microsoft Office Applications and Accounting Software

SUPPLY CHAIN

AGM, Planning & Design (Architect)

Job Responsibilities

- To coordinate between the construction operations and architectural design department for proper execution & implementation of project
- Design coordination and supervision of high rise residential apartments and commercial complex
- Concept development, design development, drawing preparation, 3D modeling & working drawing preparation
- Regular site supervision to monitor construction development and actualization

Requirements

- B. Architect from BUET or any other reputed university
- Age should not exceed 40 years
- 7-8 years experience in any Real Estate Company, high rise apartment project
- Should have sound knowledge on Building Construction Act 2007
- The ability to work both independently and in team environment
- Ability to cross check and coordinate architectural, electrical, plumbing drawing and support site engineers/construction team
- Sound knowledge in 3Ds Max, AutoCAD, Corel Draw, Photoshop and Illustrator
- Must have a pleasant personality to control individual Project contractors, Suppliers, workers
- Age should not exceed 40 years
- Candidate Member/Member of IAB

AGM, Construction Management (Engineer)

Job Responsibilities

- 7 to 8 years of experience in Project Management, Estimating, Scheduling, Budgeting of high-rise building, Air-conditioned commercial complexes etc.
- Coordination of design and drawings, and monitor the progress of projects
- Planning and scheduling the project works, project administrations, conduct project coordination meeting

Requirements

- B'Sc Engineering in Civil preferably from BUET
- Candidate must have sound technical knowledge regarding civil, structural and electromechanical engineering
- Dynamic, motivated, self-driven and pro-active
- Strong communication and interpersonal skill
- Ability to work under pressure at any stage as per project requirement
- Computer literacy in Ms. Project, AutoCAD, etc.
- The candidate must have the capacity to manage numerous on-going projects
- He should have sound knowledge to handle BOQ/RFP/RFQ should be able to plan, organize, handle and outsource suppliers/sub contractors related to Project construction, technical teams to check loop holes in field etc. to complete the project most cost effectively

Architect

Job Responsibilities

- Concept development, design, design development, drawing preparation, 3D modeling & working drawing preparation, project coordination and supervision of High rise apartments and commercial complex.

Requirements

- At least 4-5 years experience in any Real Estate Company, experience on high rise Apartment Project
- Should have sound knowledge on Building Construction Act 2007. The ability to work both independently and in team environment
- Sound knowledge in 3Ds Max, Auto cad, corel Draw, Photoshop and Illustrator
- Must have a pleasant personality to control individual Project contractors, Suppliers, workers
- Must be B. Architect
- Candidate Member/Member of IAB is preferable, familiar with 3ds max, CorelDraw and any other presentation software.

Engineer, Quality Control

Job Responsibilities

- Candidate must have sound technical knowledge regarding civil, structural and electromechanical engineering
- Dynamic, motivated, self-driven and pro-active.
- Strong communication and interpersonal skill.
- Ability to work under pressure at any stage as per project requirement.
- Computer knowledge preferred
- Computer literacy in Ms. Project, AutoCAD etc.
- The candidate must have the capacity to manage numerous on-going projects.

Requirements

- 3 to 5 years of experience in Project Management, Estimating, Scheduling, Budgeting high-rise building, Air-conditioned commercial complexes etc
- BSc Engineering in Civil preferably from BUET
- He/she should have sound knowledge about BOQ/RFP/RFQ, should be able to plan, organize, handle and outsource suppliers/sub contractors.

Architectural Visualizer

Job Responsibilities

- Utilize design and 3d visualization skills to create architectural animations and renderings.

Requirements

- 3-4 years of proven expertise in 3D Studio Max, AutoCAD, PhotoShop, Corel Draw, Adobe premier. Especially experienced in high rise apartments and commercial building architectural animation
- Proven examples of work

OTHERS

Manager, Strategic Planning

Job Responsibilities

- Coordination of long term planning activities including developing global templates for the collection of financial and other data necessary for the strategic planning process and coordinating and consolidating information provided by the business units
- Financial modeling and assessment for strategic initiatives and other scenario planning activities to provide financial implications and link initiatives to likely financial results
- Benchmark analysis of peer groups and competitors to identify financial trends and value implications in relation to external peers and external market and debt forces
- Transaction Support including financial modeling, due diligence and contract support related to acquisitions and investments
- Coordinate and prepare materials to be presented to Senior Management

Requirements

- MBA with Major in Accounting/Masters in Accounting
- Demonstrated proficiency and 2-5 years work experience in Investment Banking, Transaction Services, Business Strategy and Corporate Development or Corporate Financial Planning and Analysis focused on business or strategic modeling and assessment
- Strong modeling, valuation and scenario planning skills
- Strong communication & interpersonal skills

Senior Executive/Executive, Logistics & Co-ordination

Job Responsibilities

- Real estate related activities with a good liaison with govt agencies like RAJUK, Ministry of Works, National Housing Authority, Department of Environment, & utility service provider

Requirements

- Should be minimum a Graduate
- Minimum 3 years of experience in relevant area
- Age should be around 28 years

Executive/Junior Executive, Procurement

Job Responsibilities

- Sourcing & handling of Suppliers
- Market analysis
- Handling project demands
- Issuing various Work Orders
- Outside & Internal communication

Requirements

- The ideal candidate should be a Master from any discipline preferably from Commerce with 1-3 years hands on experience from a reputed company
- Age should not exceed 30 years

HOW TO APPLY

Apply with a complete Résumé along with a passport size photograph on or before April 30, 2008. Please mention the post on the top of the envelope.

Email

career@rangs.com

or

Apply Online

www.rangsproperties.com/careers.asp

or Mail

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