



Admin & HR Department

Director, Administration & HR (1)

- Masters in any discipline.
- Minimum 15 years experience in related field with minimum 5 years experience in similar position.
- Ability to understand policy issue, HR action and changes.
- Must have sufficient knowledge on Labor law.
- Well conversation in both spoken and written in English.
- Familiar with MS office, MS Excel and other basic software.
- Age within 45 years.

Manager, HR (1)

- MBA (Major in HRM) or equivalent.
- Minimum 8 years experience in related field with minimum 4 years experience in similar position.
- Ability to understand policy issue, HR action and changes.
- Must have sufficient knowledge on Labor law.
- Well conversation in both spoken and written in English.
- Familiar with MS office, MS Excel and other basic software.
- Age within 40 years.

Senior Officer, HR (2)

- MBA (Major in HRM) or equivalent.
- Minimum 6 years experience in related field with minimum 2 years experience in similar position.
- Well conversation in both spoken and written in English.
- Familiar with MS office, MS Excel and other basic software.
- Age within 35 years.

Assistant Manager, Admin (2)

- Masters in any discipline.
- At least 5 years experience in related field.
- Familiar with MS office, MS Excel and other basic software.
- Willingness and ability to work under pressure.
- Age within 35 years.

Officer, Admin (3)

- Graduate in any discipline.
- At least 2 years experience in related field.
- Familiar with MS office, MS Excel and other basic software.
- Willingness and ability to work under pressure.
- Age within 30 years.

Office Assistant (5)

- H.S.C or equivalent.
- Should have good computer typing speed and other graphic design.
- Ability to work under pressure.
- Age within 30 Years.

Manager, Procurement (2)

- MBA/ Masters Degree from any recognized university.
- Minimum 5 years experience on procurement in any Airlines.
- Must have Local and Foreign purchase experience including PO/ LC opening.
- Should have good knowledge on Export & Import, Custom Duty, CCI & E and NBR.
- Experience on PSI report & handling C & F Agent and different Vendors.
- Experience to maintain Stores.
- Well conversant in both spoken and written in English.
- Familiar with MS office, MS Excel and other basic software.
- Age within 40 years.
- Working experience in Aviation section will be given preference.

Assistant Manager, Procurement (2)

- Masters Degree from any recognized university.
- Minimum 5 years experience on procurement with National/ Multinational Company.
- Must have Local and Foreign purchase experience including PO/ LC opening.
- Should have good knowledge on Export & Import, Custom Duty, CCI & E and NBR.

- Experience on PSI report & handling C & F Agent and different Vendors.
- Experience to maintain Stores.
- Well conversant in both spoken and written in English.
- Age within 35 years.

Store Keeper (2)

- Graduation in any discipline.
- Minimum 3 years experience on Store in any Airlines.
- Must be knowledge in computerized storing maintaining.
- Well conversant in both spoken and written in English.
- Familiar with MS office, MS Excel and other basic software.
- Age within 35 years.

Executive Secretary (1)

- Master Degree from any recognized University.
- Well conversation in both spoken and written in English.
- Familiar with MS office, MS Excel, other basic software and minimum type speed 50 WPM required.
- Should be fast in correspondence in SMS by mobile.
- Able to meet deadlines and can work under pressure.
- Reasonable shorthand skills will be an added advantage.
- Candidates those who have completed Secretarial Course shall receive preference.
- Age within 40 years.

Chief Security Officer (1)

- Retire Defense Officer minimum Major equivalent.
- Have at least 8 years experience in Security (preferably in an airport environment) and have technical knowledge of passports and international travel documentation.

Security Supervisor (3)

- Retire Defense Background.
- Have at least 4 years experience in Security (preferably in an airport environment) and have technical knowledge of passports and international travel documentation.

Security Guard (12)

- Retire Defense Background non commissioned officer.
- Have at least 4 years experience in Security (preferably in an airport environment) and have technical knowledge of passports and international travel documentation.

Transport Officer (2)

- Graduation in any discipline.
- Minimum 4 years Experience in relevant field.
- Able to work under pressure.
- Good communication skills.
- Age within 35.

Flight Operation Department

Director, Flight Operation

- Last 6 years experience of heading the Flight Operating Department of a major passenger airline.
- Total of 15 years operational experience as a pilot in a major airline.
- 5 of which must have been as a Type Rating Examiner (or equivalent).

GM / Manager, Flight Operations - (1)

- Total of 12 years operational experience as a pilot in a major airline.
- Should have Flight Operations License from CAAB.
- Should have speaking power in various languages.
- Should have good computer knowledge.

Flight Operations Officer /Dispatcher - (2)

- Should have Flight Operations License from CAAB.
- Should have Flight dispatcher experience.
- 5 years flight operational experience in airlines.

Cabin Crew Manager (1)

- Graduation in any discipline.
- 8 years experience with at least 5 years at a managerial level preferably in a local/international airline.

Engineering Department

Director, Engineering (1)

- Hold/ have held type rated AME License or be a Bachelor of Engineering in Aeronautical/ Aerospace/ Avionics/ Mechanical/ Electrical/ Electronic engineering from a recognized Institute or University.
- Have at least 15 years of experience as type rated AME in an approved maintenance organization or in an airworthiness inspection organization as supervisor of the QC/ QA engineers or holders of AME license or equivalent persons.
- Be familiar with the engineering and maintenance procedures of the organization, Air Navigation Orders (Airworthiness Requirements) and Civil Aviations Rules, 1984.

Quality Control/Assurance Manager (1)

- 10 years of experience as type rated AME in an approved maintenance organization or in an airworthiness inspection organization as supervisor of the QC/QA engineers or holders of AME license or equivalent persons.
- Have successfully completed Quality System Auditor Course acceptable to CAAB.
- Be familiar with the engineering and maintenance procedures of the organization, Air Navigation Orders (Airworthiness Requirements) and Civil Aviations Rules, 1984.

Chief Engineer (1)

- 10 years of experience as type rated AME in the capacity of supervisor of holders of AME license.
- Be familiar with the engineering and maintenance procedures of the organization, Air Navigation Orders (Airworthiness Requirements) and Civil Aviations Rules, 1984.

AME (Type Rated)

- Having valid type rating on Cat A, C, E, I or R on ATR 72 – 200/ 212 aircraft.

AME (LWTR)

- Having LWTR on Cat A, C, E, I or R with valid Airworthiness legislation and HPL course.

Manager Planning (1)

- B.Sc in Physics & Mathematics from a recognized Institute or University.
- Have at least 15 years of experience in an approved maintenance organization or in an airworthiness inspection organization.
- Be familiar with the engineering and maintenance procedures of the organization, Air Navigation Orders (Airworthiness Requirements) and Civil Aviations Rules, 1984.

Planning Officer (1)

- B.Sc in Physics & Mathematics from a recognized Institute or University.
- 5 years experience in planning section in any Airlines.

Aircraft Technician (10)

- Diploma in Airframe/ Engine/ Electric/ Instrument/ Electronics/ Mechanical/ Power Trade/ Faculty.
- Have at least 03 years of experience on any type of Aircraft.

Aircraft Cleaner (12)

- S.S.C or equivalent.
- Experience in Airlines will get preference.

Please apply mentioning the post top of the envelope. Application should be reached by December 31, 2010 on the following address: "Deputy Manager, HR", Best Aviation Ltd, House # 43, Road # 1/A, Block- J, Baridhara Diplomatic Area, Dhaka-1212, Bangladesh.