

CAREER



WITH

শেলটেক  **SHELTECH** *Since 1988*

SHELTECH, a leading business house in Real Estate sector, looking for dynamic, progressive, smart, innovative, self-motivated persons for immediate appointment to the following positions :

ASSISTANT CHIEF ENGINEER, CONSTRUCTION

KEY RESPONSIBILITIES • Ability to supervise in construction management of high rise buildings of international standard • Should be capable to handle 200 units at a time • Must be Familiar with BNBC, FAR and other related rules & regulations of RAJUK • Monitoring & communicating with the superiors for professional feedback

PRE-REQUISITE TO APPLY • B. Sc Engineering (Civil) from BUET or any local public or foreign reputed university with good academic background • 10 years experience in relevant field of which at least 8 years Experience in real estate sector • Experience in construction of large size multistoried buildings is a must • Experience at least four buildings handover including structural & finishing work • Self-motivated, honest and able to work under pressure in a fast-paced working environment • Excellent interpersonal skills with strong sense of responsibilities • Age between 33 - 40 Yrs

SR. EXECUTIVE ENGINEER/ EXECUTIVE ENGINEER, CONSTRUCTION

KEY RESPONSIBILITIES • Ability to supervise in construction management of high rise buildings of international standard • Should be capable to handle 150 units at a time • Must be Familiar with BNBC, FAR and other related rules & regulations of RAJUK • Monitoring & communicating with the superiors for professional feedback

PRE-REQUISITE TO APPLY • B. Sc Engineering (Civil) from BUET or any local public or foreign reputed university with good academic background • 8/7 years experience in relevant field of which at least 6/5 years Experience in real estate sector • Experience in construction of large size multistoried buildings is a must • Experience at least three buildings handover including structural & finishing work • Self-motivated, honest and able to work under pressure in a fast-paced working environment • Age between 35 - 40 Yrs

ASSISTANT CHIEF ARCHITECT- ARCHITECTURAL DESIGN

KEY RESPONSIBILITIES • Must have conceptual approach to creative designs • Ability to supervision of design works for 10-15 projects at a time. • Experienced in Auto CAD, Photo Shop, Corel draw and 2D, 3D studio Max • Must be Familiar with BNBC, FAR and other related rules & regulations of RAJUK • Professional enlistment at RAJUK & other agencies is essential for the post • Monitoring & communicating with the superiors for professional feedback

PRE-REQUISITE TO APPLY • B.Arch. from BUET or any reputed local or foreign university with good academic background • 08 years experience in relevant field. Experience in real estate sector will be given preference • Self-motivated, honest and able to work under pressure in a fast-paced working environment • Excellent interpersonal skills with strong sense of responsibilities • Age between 35 - 40 Yrs

SR. PRINCIPAL ARCHITECT/PRINCIPAL ARCHITECT- ARCHITECTURAL DESIGN

KEY RESPONSIBILITIES • Must have conceptual approach to creative designs • Ability to supervise of design works for 8-10 projects at a time. • Experienced in Auto CAD, Photo Shop, Corel draw and 2D, 3D studio Max • Must be Familiar with BNBC, FAR and other related rules & regulations of RAJUK • Professional enlistment at RAJUK & other agencies is essential for the post • Monitoring & communicating with the superiors for professional feedback

PRE-REQUISITE TO APPLY • B.Arch. from BUET or any reputed local or foreign university with good academic background • 05-06 / 04-05 years experience in relevant field. Experience in real estate sector will be given preference • Self-motivated, honest and able to work under pressure in a fast-paced working environment • Age between 30 - 35 Yrs

ASSISTANT GENERAL MANAGER/SR. MANAGER- LAW

KEY RESPONSIBILITIES • Well conversation in all branches of civil law particularly in Land Laws, Registration Act, Contract Act, Transfer of Property Act • Must provide documentary proof of the Sanad to practice issued by Bar Council and certificate of membership of the respective Bar Association • Must have ability for providing legal vetting, prepare agreement, arranging all type of legal papers from various government authorities • Supervise & monitoring all departmental activity to prepare & execute the deed of agreement, power of attorney for joint venture projects • Must to have sound knowledge in day to day/ annual/monthly working plan in all civil cases & execution of work skillfully

PRE-REQUISITE TO APPLY • Applicant must be an L.L.M. from any local or foreign reputed university with good academic background • 10-12/8-10 years experience in relevant field. Experience in real estate sector will be given preference • Excellent interpersonal skills with strong sense of responsibilities • Self-motivated, honest and able to work under pressure in a fast-paced working environment • Age between 35-40/32-38 Yrs

ASSISTANT GENERAL MANAGER/SR. MANAGER - UTILITY & LOGISTICS

KEY RESPONSIBILITIES • Should be able to process documents & organize utility connection at project sites. • Capable to monitoring full team and to take responsibility to pursue all utility agencies • Must to have sound knowledge in day to day/ annual/monthly working plan in all utility cases & execution of work skillfully

PRE-REQUISITE TO APPLY • Applicant must be an M.COM/MA/MBA from any local or foreign reputed university with good academic background • 10-12/8-10 years experience in relevant field. Experience in real estate sector will be given preference • Excellent interpersonal skills with strong sense of responsibilities • Self-motivated, honest and able to work under pressure in a fast-paced working environment • Age between 35-40/32 - 38 Yrs

ASSISTANT MANAGER/SENIOR EXECUTIVE - HR & ADMINISTRATION

KEY RESPONSIBILITIES • Ensure proper implementation of policies, rules and regulations of the company • Monthly pay role & handling compensation benefit • Affiliation of HR software data base for day to day activities • Handle recruitment & Induction of the of new staff members • Develop modules, organize and coordinate training program • Maintain & update personal files and record keeping • Prepare and arrange issuance of various office circulation, internal memo, caution letter, work order etc. • Assist senior management for effective execution of administrative functions of the organization • Arrange different meetings, seminars, workshops related to HR & Admin functions • Look after various employee welfare issues

PRE-REQUISITE TO APPLY • MBA Major in HRM/Masters in Science/Commerce /Social Science having Post-Graduate Diploma in Personnel Management from any reputed local or foreign university with good academic background • About 4-5/3-4 years experience in HR & Admin at any well-known organization. Real Estate background will be given preference • Within 28-30/26-28 years of age • Excellent communication skills with strong sense of responsibility • Excellent Leadership Skills & Team building capacity • Familiar with Microsoft Office Applications and E-mailing

DEPUTY MANAGER/ASSISTANT MANAGER - FINANCIAL ANALYST

KEY RESPONSIBILITIES • Project Feasibility study • Hand over project Profitability analysis • Cost, budget and variance analysis

PRE-REQUISITE TO APPLY • MBA/BBA Major in Finance or Accounting from university of Dhaka/IBA/CMA 1600 marks completed • Familiar with Microsoft Office Applications and E-mailing. Must be Good command in Excel • About 3-5 years experience will be given preference • Excellent communication skills with strong sense of responsibilities • Excellent Leadership Skills & Team building capacity • Knowledgeable on VAT, TAX, AIT related matter also handling of accounting soft-ware • Within 28-30 years of age

DEPUTY MANAGER/ASSISTANT MANAGER- BUSINESS DEVELOPMENT

KEY RESPONSIBILITIES • Achieve land procure target with proper analysis to ensure profitability of the organization • Able to independently negotiate & procure land for business development of the organization • Identify potential Land and extend personalized service to the land owners • Forecast future business through analysis of previous data and other land information • Handling queries from clients, monitoring & communicate with the superiors for professional feedback

PRE-REQUISITE TO APPLY • M.COM/MBA (major in Marketing)/B.Sc/Diploma in Civil Engineering from any reputed local or foreign university with good academic background • About 5-6/4-5 years experience in land procurement at Real Estate sector • 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 • Must be able to work outdoor and in odd hours • Familiar with Microsoft Office applications and E-mailing • Age between 30-32/28- 30 Yrs

SENIOR EXECUTIVE/EXECUTIVE - BUSINESS DEVELOPMENT

KEY RESPONSIBILITIES • Achieve land procure target with proper analysis to ensure profitability of the organization • Identify potential Land and extend personalized service to the land owners • Analysis of previous data and other land information for future business prospect • Handling queries from clients, monitoring & communicate with the superiors for professional feedback

PRE-REQUISITE TO APPLY • M. COM/MBA (major in Marketing)/B.Sc/Diploma in Civil Engineering from any reputed local or foreign university with good academic background • About 3-4/1-2 years experience in land procurement at Real Estate sector • 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 • Must be able to work outdoor and in odd hours • Familiar with Microsoft Office applications and E-mailing • Age between 26-28/25-27 Yrs

SENIOR EXECUTIVE/EXECUTIVE- SALES

KEY RESPONSIBILITIES • 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 • Handling queries from clients, monitoring & delivery of a given job in time

PRE-REQUISITE TO APPLY • M. Com/MBA (major in Marketing) from any reputed local or university with good academic background • About 3-4/1-2 years selling experience in Real Estate sector in Apartment &/or Land • 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 • Must be able to work outdoor and in odd hours • Familiar with Microsoft Office applications and E-mailing • Age between 26-28/25-27 Yrs

SR. EXECUTIVE/EXECUTIVE, CREDIT REALIZATION

KEY RESPONSIBILITIES • Incumbent will be responsible for collection of installment payments from clients & deal with record keeping on credit files in a systematic manner • Able to independently communicate with the client with professional attitude and delivery job on given time • Handling queries from clients, monitoring & communicate with the superiors for professional feedback • Achieve the collection target in time to ensure the profitability of the organization

PRE-REQUISITE TO APPLY • M. COM/MBA (major in Marketing) from any reputed local or foreign university with good academic background • About 3-4/1-2 years experience in relevant field. Experience in real estate sector will be given preference • 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 • Must be able to work outdoor and in odd hours • Familiar with Microsoft Office applications and E-mailing • Age between 26-28/25-27 Yrs

SR. EXECUTIVE/EXECUTIVE - CUSTOMER SERVICE

KEY RESPONSIBILITIES • Incumbent will be responsible to independently communicate with the client with professional attitude to meet up customers requirement & delivery job on given time • Handling queries from clients, monitoring & communicate with the superiors for professional feedback • Incumbent will be responsible for record keeping of customer complain/requirement on record files in a systematic manner • Achieve the assigned target in time to ensure the profitability of the organization

PRE-REQUISITE TO APPLY • M. COM/MBA (major in Marketing)/B.Sc/Diploma (Civil Engineering) from any reputed local or foreign university with good academic background • About 3-4/1-2 years experience in relevant field. Experience in real estate sector will be given preference • 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 • Must be able to work outdoor and in odd hours • Familiar with Microsoft Office applications and E-mailing • Age between 26-28/25-27 Yrs

OFFICER/JR. OFFICER- INVENTORY MANAGEMENT

KEY RESPONSIBILITIES • Incumbent must be able to maintain store/store ledger independently • Handling & meet up the materials requirement at site • Monitoring & communicating with the superiors for professional feedback

PRE-REQUISITE TO APPLY • B.A / B. Com from any local reputed University/Institute with good academic background • 2/ 4 years experience in relevant field. Experience in real estate sector will be given preference • Self-motivated, honest and able to work under pressure in a fast-paced working environment • Must be able to work at projects in odd hours • Age between 28 - 30/26-28 Yrs

OFFICER/JR. OFFICER- COMMERCIAL

KEY RESPONSIBILITIES • Must be able to material procurement for real estate construction site • Handling & meet up the materials requirement at construction site as per schedule forecast • Work order & agreement making with the vendors • Basic quality conception on construction raw materials • Monitoring & communicating with the superiors for professional feedback

PRE-REQUISITE TO APPLY • M. COM/MA/MBA from any reputed local or foreign University with good academic background • 1-2 years experience in relevant field. Experience in real estate sector will be given preference • Self-motivated, honest and able to work under pressure in a fast-paced working environment • Age between 25 - 27 Yrs

SHELTECH offers one of the best packages with excellent work environment and fast career progress for the really deserving candidates. Interested candidates meeting above specifications are requested to mail their resume, a cover letter mentioning salary expectations, a recent passport size Photograph and two non relative referees, to the following address by Saturday, February 05, 2011 marking the position applied for on the envelope.

Head of Corporate Division

SHELTECH (PVT.) LTD

Sheltech Tower: 55, Bir Uttam Qazi Nuruzzaman Road (West Panthapath), Dhaka-1205

• Only short list candidates will be called for interview

• Any persuasion or approach made on behalf of a candidate will result to disqualification

