

Business Development Analyst (SBA I/SBA II) (Night Shift)



Deadline: July 20, 2026 | **Type:** Full Time | **TIMING:** Night Shift

Overview: Apex DMIT Limited is looking for **Business Development Analyst** who is passionate about **impacting lives and empowering people** through modern technology. The incumbent will primarily be dealing with North American clients & stakeholders. So, high proficiency in English communication is mandatory for the role.

No of Vacancies: 06

Job Highlights:

Night Shift:

Male: 6 PM to 3 AM

Female: 9 PM to 6 AM

Work Days: Monday- Friday; Weekend: 2 Days (Saturday- Sunday)

Job Location: Dhaka (Banani)

Key Responsibilities:

The incumbent in this role will primarily be responsible for, but not limited to:

- Deliver end-to-end customer service, ensuring a seamless client experience.
- Monitor and ensure the quality of services provided by the field force.
- Ensure timely service delivery aligned with Apex's brand standards and commitments.
- Gain a strong understanding of the company's core functions, operations, management perspectives, policies, and practices affecting all business phases.
- Oversee quality control through regular coordination, performance reviews, and business meetings.
- Manage client and vendor payments efficiently and accurately.
- Coordinate with clients to maintain effective communication and uphold service quality excellence.

Expected Knowledge & Skills

- High proficiency in English communication (Speaking, Listening, Reading, Writing)
- High English typing speed & accuracy
- Curiosity & High learning propensity
- Computer literacy
- Analytical capability
- Leadership potential & Decision-making capability

- Ability to work with professionalism, discipline, & independence

Educational Requirements:

- Bachelor's degree in any discipline from a reputed university
- CGPA: 3.00 or above
- Expected combined GPA in SSC & HSC is 9 and above

Experience Requirements:

- Fresh graduates or experienced professionals (up to a maximum of 3 years) are encouraged to apply.

The applicants having experience in the following business area(s): Telecommunication, BPO/ Data Entry Firm, Call Center will be preferred.

Compensation & Other Benefits:

- Monthly Salary 30,000 Taka to 50,000 Taka based on competencies and skills.
- Monthly Travel Allowance
- Quarterly/ Yearly Performance Bonus
- Yearly Salary Review
- Yearly 2 Festival Bonus
- Structured Training & Development Program (Year long)

Application Link: <https://www.career.apexdmit.com/>