

Amania Food products

Assistant

Dhaka, Dhaka, Bangladesh

job type is Full-time.

About the job

Company Description

Amania

Role Description

This is a full-time on-site role for an Assistant at Amania Food Products. This role is based in Dhaka. Responsibilities will include providing administrative support, coordinating schedules, managing documentation, and assisting with operational tasks as required. The Assistant will also engage in internal and external communication, help with project coordination, and ensure smooth daily operations to support the team and organizational goals.

Qualifications

- Excellent organizational and time-management skills, with the ability to prioritize tasks effectively
- Strong communication skills, both written and verbal, and an ability to collaborate with team members
- Proficiency in using basic office software such as word processing, excel, spreadsheet, and presentation tools
- Attention to detail and accuracy in completing tasks and managing documentation
- Adaptability and problem-solving skills to handle various tasks and challenges
- Previous experience in administrative or operational support roles is a plus
- Bachelor's degree in Business Administration, Management, or a related field is preferred