

#MJL Bangladesh is hiring

#Assistant Manager- Administration

#Job Location: Dhaka

Interested candidates are requested to send their resume to career@mobilbd.com on or before December 10, 2025

Job Advertisement details are furnished below:

MJL Bangladesh PLC. (MJLBPLC) is a public limited company active in Bangladesh's downstream petroleum sector. It is a fast-growing company expanding its business in owning, managing, and operating vessels in the international market and investing in various warehousing and finance activities.

Position: Assistant Manager- Administration

Vacancy: 01

Department: HR & Admin

Educational Qualification: BBA and MBA or equivalent from any reputed university

Experience: 07 to 08 years of working experience in relevant area

Job Responsibilities:

- Monitor vehicle maintenance and documentation, monitor fuel efficiency, manage insurance claims and vehicle movement. Keep up to date with BRTA-related documents
- Manage and coordinate all services for official Support Staffs, Drivers, Security Services, and Cleaning Services
- Oversee asset and facilities management, ensuring facilities services, maintenance and repair of equipment, electrical and mechanical systems of the Head Office
- Supervise of all agreements with the tenants, AMC with the service providers and monitor all administrative support to the tenants of Head Office building
- Conduct annual supplier evaluations and recommend changes based on market competitiveness. Monitor inventory of office supplies, purchasing of new material, check and verify office expenses Head Office in a cost-effective way
- Monitor overall security and process monthly payment of security service providers, monitor security surveillance, and report incidents, and ensure timely
- Supervise the Fire Safety Training and Drill procedure of the head office building, maintain & update an Emergency Fire Evacuation Procedure according to the safety standards of the company
- Supervise day to day office operations, ensuring cleanliness, hygiene, and overall functionality of office premises

Skill & Abilities:

Proven working experience in similar role

In-depth understanding of office management procedures and facilities management principles

An analytical mind with problem-solving skills

A team player with good organizational and multitasking abilities

Excellent communication skill with attention to detail

Familiarity to administrative & report writing skills

Salary: Negotiable

Other Benefits: As per company policy

Special Instruction: Only short-listed candidates will be contacted for an interview. Selection will be purely on merit basis.

MJL Bangladesh PLC. reserves the right to any change/amend/modify the conditions deemed necessary.

WE ARE HIRING



Assistant Manager- Administration

Department: HR & Admin

Deadline: December 10, 2025

Send your resume
career@mobilbd.com

The Mobil logo, featuring the word 'Mobil' in a bold, sans-serif font, with a red dot above the 'i'.