

Transcom Electronics Limited is hiring

#Position: Asst. Branch Manager

#Application Deadline : **07 Dec 2025**

Vacancy: **15**

Age: 20 to 35 years

Location: Anywhere in Bangladesh

Salary: Negotiable

Experience: 1 to 3 years

Published: **30 Nov 2025**

Education:

Bachelor's degree in any discipline

Experience

1 to 3 years

The applicants should have experience in the following business area(s): Electronic Equipment/Home Appliances

Additional Requirements

Age 20 to 35 years

Minimum 01 Year Experience is a must.

Responsibilities & Context

Achieve daily, weekly, monthly, quantity & revenue sales target.

Ensure to collect lead through day planning check & monitor teammates.

Liabe for electronics product management. Direct Involvement in day END process.

Liabe for all B2B & B2C collection, follow-up with concern B2B sales executive to collect B2B dues and assist B2B assigned Head official.

Deposit all the sales and collection cash within Banking hour and prepare DCS accordingly.

Responsible to deposit all kinds of bills like Telephone, Electricity, water & gas etc. in time and keep record, process completion.

Involve in Fixed assets management and other legal activities.

Clear communication with the landlord and the company along sales administration department
Assist Branch Manager as per requirement

Skills & Expertise

Sales & Marketing

showroom management

Workplace

Work at office

Employment Status

Full Time

Job Location :Anywhere in Bangladesh

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