

We're HIRING!

THiNK™

Business Support Executive

Requirements:

- Strong organizational and time management skills
- **Strong proficiency in English (both written and spoken) is required.**
- Proficiency in MS Office / Google Workspace
- **Only male candidates will be considered. Freshers are welcome to apply.**
- Bachelor's degree in Business Administration

Key Responsibilities:

- Manage CEO's schedule, meetings, and communications
- Coordinate with team, clients, and stakeholders
- Prepare reports, documents, and meeting notes
- Follow up on projects and ensure timely completion

Benefits

- **Salary: 27,000 taka**
- Supportive and comfortable work environment
- Skill development opportunities
- Festival Bonus: Twice a year

Send your CV

careers@thinkgroup.com.bd

 Uttara Tower, Level 04, Sector 03