

Sakti Foundation is hiring | **Front Desk Officer **

Salary: **30,000 - 35,000 **TK Monthly

Job Location: Mirpur, Dhaka

Responsibilities:

- * Greet and welcome visitors in a professional manner with a positive attitude.
- * Direct visitors to the concerned persons and departments.
- * Answer and direct phone calls efficiently, taking messages when necessary.
- * Manage incoming and outgoing mail, and deliveries.
- * Ensure timely and accurate communication of messages to the appropriate employees.
- * Maintain staff in/out records, and other front-desk documentation.
- * Maintain a clean and organized reception area.
- * Maintain the booking schedule of the Meeting/Conference room of the Head Office.
- * To perform all other duties assigned by supervisor.

Education

- * Bachelor/Honors

Experience

- * At least 2 years
- * The applicants should have experience in the following business area(s): NGO

Additional Requirements

- * Age At most 35 years

- * Female

Compensation & Other Benefits

- * Provident fund, Mobile bill, Weekly 2 holidays, T/A, Gratuity
- * Lunch Facilities: Partially Subsidize
- * Salary Review: Yearly
- * Festival Bonus: 3

Interested candidates click to apply- [<https://lnkd.in/g8PcNznF>)

Application Deadline: 22 January 2026