

## Looking for Junior Executive, Admin (who can join immediately)

### ★Qualifications -

- Graduate from any discipline
- Ability to maintain confidential information and display a high level of professionalism
- Excellent written and verbal communication skills in English and Bengali
- Looking for fresher
- Basic computer skills

Salary : 15000 - 17000 bdt

Working Days : Sat - Thu

Working Hours : 10 AM to 6 PM

Location : Khilgaon, Dhaka

### ★Job Responsibilities-

- Maintaining communication between clients and office employees.
- Performing daily tasks accurately.
- Strong attention to detail and organizational skills.
- Provide administrative support for office management and daily operations, and scheduling.
- Other office maintenance as per management guidelines.

Application Deadline : 8th January, 2026

### ★How to apply -

Submit this form below- <https://forms.gle/WMSe3tdavyPpLYCF6>

**We are Hiring !**

**ADMIN JUNIOR EXECUTIVE**

SALARY - 15,000 - 17,000  
LOCATION - KHILGAON  
WORK HOURS - 10 AM - 6 PM  
BOTH MALE AND FEMALE CAN APPLY

**SCAN ME**

**FOR MORE DETAILS & TO APPLY**  
<https://forms.gle/9stSXJuZhHgapcNF7>

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