

## WE ARE HIRING | Officer – Remittance Operation

Are you a fresh graduate ready to kick-start your career with a trusted name in the financial services & remittance industry?

BRAC SAAJAN Money Transfer is looking for motivated and detail-oriented individuals to join our team in Dhaka.


### Key Responsibilities


- \* Handle agent and RemitNGO transactions efficiently
- \* Resolve transaction-related issues for agents and customers (ERP & RemitNGO)
- \* Manage IP/WhatsApp calls, daily emails, and customer messages
- \* Ensure Financial Crime Prevention measures and regulatory compliance
- \* Address customer queries and complaints professionally
- \* Coordinate with correspondent banks for payment status updates
- \* Receive quotations and create telephonic/online transactions


### Required Skills & Qualifications

- \* Fresh graduates from Business background are highly encouraged to apply
- \* Strong verbal & written communication skills (professional English required)
- \* Customer-centric mindset with strong attention to detail
- \* Good command of MS Office and internet applications
- \* Ability to multitask, prioritize tasks, and manage time effectively

### Compensation & Benefits

 Salary: BDT 20,000


 Generous leave policy


 Festival bonus (after completion of 6 months)

 Preference: Female candidates will be given priority

 Job Location & Working Hours


 Location: Badda Link Road, Dhaka, Bangladesh

 Working Hours: 5 days a week (Roster basis), 2:00 PM – 11:00 PM

 How to Apply

Interested candidates are requested to send their updated resume with a \*proper subject line\* to:

 **\*\*[hr@bracsaajan.com](mailto:hr@bracsaajan.com)\*\***

 Application Deadline: 07 January 2026

Join BRAC SAAJAN Money Transfer and be part of a team that connects people, opportunities, and dreams across the globe



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## Officer, Remittance Operation

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- Generous leave entitlement
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### Preference:

Female candidates preferred

### Location

Badda Link Road, Dhaka, Bangladesh

### Working Hours

5 days a week, on a rota basis, from Monday to Sunday,  
2PM to 11PM

Email your updated resume with a proper subject line by  
07 January 2026 to

**hr@bracsaajan.com**

 [www.bracsaajan.com](http://www.bracsaajan.com)