



## Post: Personal Assistant of Managing Director

### AL ISLAM CHEMI LTD.

**Vacancy :** 02 Persons

**Job Context:** Duty: 09:00 AM to 06:00 PM, Weekly holiday Friday

#### **Job Responsibilities:**

- Chemical research and development.
- International Certificate development from ZDHC (Level: 1 to 3), EIM Certification, Green Screen Certificate, OEKO-TEX ECO PASSPORT Certificate and Bluesign Certificate.
- Business development with marketing team including buyers, suppliers and local agent in Bangladesh.
- Maintain and organized official work environment, if rise any issues with office stuff it will do solve you.
- Attend local and international exhibition/ fair and seminar.
- Time to time visit in buyer factory and office local and international.
- Perform other administrative tasks as assigned by the MD.

**Employment Status :** Full-time

**Workplace :** Work at office

#### **Educational Requirements:**

- B.Sc. in Chemical Engineer / B.Sc. in Chemistry
- Skills Required: communication skill, Computer Proficiency, Microsoft PowerPoint, MS word English and Bangla (Bijoy)

#### **Experience Requirements:**

- At least 5 year(s)
- The applicants should have experience in the following area(s):  
Ability to Work Under Pressure

#### **Additional Requirements:**

- Age 30 to 35 years
- Male and female both are allowed to apply
- Must be Active about all of Officeworks.

#### **Job Location:**

**Dhaka Office:** Al Islam Chemi Ltd.

House: 65 (2<sup>nd</sup> floor), Road: 14, Block : G, Niketan, Gulshan-1, Dhaka – 1212.

**Salary:** Negotiable

#### **Compensation & Other Benefits :**

- Mobile bill
- Salary Review: Yearly
- Festival Bonus: 02 (EID-UL-FITAR and EID-UL-AZHA).
- Quarter and Yearly bonus on Sales.
- Earn leave salary will get 05 month on running salary after 5 years.
- Commission from sales team.