



Chittagong Stock Exchange PLC.

CAREER WITH CSE

Chittagong Stock Exchange PLC (CSE), a demutualized and an automated bourse in Bangladesh has always been pioneer in adopting new art of services to serve investors and other stakeholders and enrich the capital market of Bangladesh.

CSE has a very strong team of professionals and been providing excellent working environment to its Human Resources. It intends to include experienced, young, innovative, and self-motivated individuals in its core team. CSE is looking for bright and competent candidates for the position of **Manager** to supervise the **General Services Department** of the exchange.

Major Roles/ Responsibilities

- To carry out administrative functions of CSE and maintain all administrative procedures;
- To ensure property and lease management, vehicle management, logistic support and maintain all records in this regard;
- To ensure maintenance of office equipment and transport, safety, and security of office;
- To comply with relevant national/ international statutory rules & regulations standard regarding procurement;
- Overall supervision of activities of the General Services Department.

Requirements for the position of Manager

- A Master degree from any renowned Public/Private University. Having advanced degree on Logistics Management/PGD in Logistics Management may be preferable.
- Candidates having sound literacy on logistic support & common services management will get preference.
- Minimum 10 years' experience in a similar role in a financial service-oriented organization or capital market or in a multinational organization.
- Age must not exceed 45 years as on last date of submission of application.

Job Location: Dhaka

Salary & benefits: Competitive remuneration package will be offered to the deserving Candidate.

If you are confident to take the challenges and make a difference, please Click on the "Job Application Form" link provided with this job posting. Fill out the online application form completely and accurately. Upload your detailed CV with a recent passport size photograph and attach your cover letter with the CV in a PDF format. Double-check all information before submitting to ensure accuracy. Please note that only applications submitted through the online "Job Application Form" link will be considered. We kindly ask that you refrain from submitting applications via email or any other means.

Job Application Form Link: <https://forms.gle/ZUcQsvAY1oqkxYco9>

Only short- listed candidates will be contacted. The Exchange reserves the right to accept/reject any application without assigning any reason whatsoever.

If you are confident to take the challenges and make a difference, please Click on the "Job Application Form" link provided with this job posting. Fill out the online application form completely and accurately. Upload your detailed CV with a recent passport size photograph and attach your cover letter with the CV in a PDF format. Double-check all information before submitting to ensure accuracy. Please note that only applications submitted through the online "Job Application Form" link will be considered. We kindly ask that you refrain from submitting applications via email or any other means.

Job Application Link: _____