



## 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 candidate for the position of **Officer** to handle the reception desk (CSE Head Office) under General Services Department of the exchange.

#### • **Major Roles/ Responsibilities**

- To carry out regular administrative functions of Reception;
- Handle and prioritize all outgoing or incoming correspondences/documents and packages at reception;
- Ensure timely delivery of the received correspondences /documents and packages to the concerned department;
- Register maintenance for courier services.
- Receive and screen calls and redirect them when appropriate;
- Maintain records and files of reception;
- Maintain the office equipment and supplies (such as: Letter head pad, continuing shit, envelope, folder etc.)
- Maintain Store and disposable items.
- Greet guests and provide customer service
- Assist General Service Department as assigned time to time

#### **Requirements for the position of Officer (Reception Desk)**

- A Bachelor/Diploma degree from any renowned Public/Private University.
- Candidates having minimum 02 years' experience in relevant field will get preference.
- Age must not exceed 30 years as on last date of submission of application.

**Job Location:** Chittagong

**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.