



## 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 **Officer/Senior Officer** to assist the **MD's Office** of the exchange.

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

- To carry out regular administrative functions of MD's office and maintain all administrative procedures;
- Maintain Management agenda, department wise and assist in planning appointments, Meetings and conferences;
- Attend meetings as per advise time-to-time and keep records of minutes;
- Make Travel arrangements and meeting schedule of Managing Director and keep record;
- Handle and prioritize all outgoing or incoming correspondences of MD's office (e-mail, letters etc.);
- Maintain electronic and paper records ensuring information is organized and easily accessible;
- Handle confidential documents and ensure it remain secure;
- Conduct research, draft letters and prepare presentation or reports as assigned;
- Receive and screen calls and redirect them as per urgency;
- Overall activities of the MD's office.

#### **Requirements for the position of Officer/Senior Officer**

- A Bachelor degree from any renowned Public/Private University with 3 years' experience in relevant field

**OR**

MBA with BBA from any renowned Public/Private University.

- Age must not exceed 33 years as on last date of submission of application.

**Job Location:** Dhaka / 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.

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: \_\_\_\_\_