



## CAREER OPPORTUNITY

Infrastructure Development Company Limited (IDCOL), a public-private partnership organization, is the market leader in developing and financing private sector large, medium and small-scale infrastructure as well as renewable energy projects.

IDCOL solicits applications for the positions mentioned beside:

## Executive Assistant: 1 post

### Qualifications

- Graduate in business/international relationship/HRM/English/statistics with minimum CGPA of 2.75 and good academic credentials in all other examinations;
- Strong written and oral communication skills in English;
- Computer skills in using office software and ability to type in Bangla;
- Conversant in using office equipment;
- Minimum 3-years work experience in the relevant field.

### Duties and responsibilities

- Conserves the chief executive's time by reading, researching, and routing correspondence, drafting letters and documents, collecting and analyzing information, initiating telecommunications;
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics;
- Maintains the chief executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel;
- Welcomes guests and visitors by greeting them, in person or on the telephone, answering or directing inquiries;
- Maintains stakeholders' confidence and protects operations by keeping information confidential;
- Provides historical reference by developing and utilizing filing and retrieval systems, recording meeting discussions.

**Remuneration:** Competitive salary and benefit packages.

**Age limit:** 35 years

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Persons fulfilling the above criteria should go to the following link to apply:

**<http://idcol.org/home/vacancies>**

**Application Deadline : 25 September 2017**

Only short-listed candidates will be contacted. Any direct or indirect solicitation will result in disqualification of the candidature.