



**CAREER
OPPORTUNITY**

Infrastructure Development Company Limited (IDCOL), a public-private partnership organization, is the market leader in developing and financing private sector infrastructure, renewable energy and energy efficiency projects in Bangladesh.

IDCOL solicits applications for the positions mentioned beside:

Executive Secretary: 1 Post

A. Qualifications:

- Graduate in business/international relationship/English/statistics with minimum CGPA of 3.00 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 2(two) years of work experiences in the relevant field will be preferred.

B. 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- Provides historical reference by developing and utilizing filing and retrieval systems, recording meeting discussions.

C. Age limit: 35 years

D. Remuneration:

BDT 44,100 + Festival Bonus + LFA + Gratuity + other benefits as per company policy

Interested individuals possessing required qualifications, skills and experiences are requested

to go to the following link to apply:
<http://idcol.org/home/vacancies>

Application Deadline : 31 Jan 2023

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