



## STARTUP BANGLADESH LIMITED

A Venture Capital Fund

ICT Division | Ministry of Post, Telecommunication & Information Technology  
info@startupbangladeshvc.gov.bd | www.startupbangladesh.vc



Ref: 56.01.0000.043.11.010.20-233

### JOB OPPORTUNITY

Date: 12/08/2021

| SI | Position                               | Requirement         | Requirement Description   |
|----|--|---------------------|---|
| 1  | Executive Assistant to Management Team | Education Required  | Bachelor's degree from a reputed University in Bangladesh or abroad. An MBA is a plus.  |
|    |  | Years of Experience | Minimum 2 years relevant experience. Prior experience in MNCs or in startup is a plus.  |
| 2  | Receptionist                           | Education Required  | Bachelor's degree from a reputed University in Bangladesh or abroad.                    |
|    |  | Years of Experience | Minimum 2 years of reception/administrative experience in MNCs or hospitality industry. |

**Age Limit:** Max 35 years **Remuneration:** Commensurate with experience

**Detail Information:** Job description for both the positions are available at [www.startupbangladesh.vc/career/career-job](http://www.startupbangladesh.vc/career/career-job)

**Application Procedure:** Interested candidates may apply with detailed CV including a cover letter and email to [info@startupbangladeshvc.gov.bd](mailto:info@startupbangladeshvc.gov.bd) by **27/08/2021** mentioning subject as Application for the position of 'NAME OF POSITION' drawing attention to F. Jabeen, Managing Director and CEO.

