



## Startup Bangladesh Limited

Information and Communication Technology Division

Corporate Head Office: Concord Silvy Heights (8th Floor), 73A Gulshan Avenue, Gulshan-1, Dhaka-1212

Registered Office: ICT Tower (1<sup>st</sup> Floor), Plot-E 14/X, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207

www.startupbangladesh.vc | [info@startupbangladeshvc.gov.bd](mailto:info@startupbangladeshvc.gov.bd)



### JOB OPPORTUNITY

Startup Bangladesh Limited is a forward-looking company that aims to catalyze a startup revolution in Bangladesh. The company is looking for a welcoming, engaging, and collaborative administrative professional who can act as the face of the Company and provide top-notch support. The person in this role will also have the opportunity to scope and execute on special cross-functional projects in a fast-paced environment.

**Position:** Receptionist

**Report to:** HR Manager

#### Principal Job Role/Accountabilities

- Greet, record visitors and direct visitors to the office in a professional and courteous manner
- Assist with monitoring and maintaining COVID-19 safety protocols
- Oversee office supplies and equipment; obtain vendor quotes as needed
- Manage phone lines; answer and direct all incoming phone calls
- Maintain internal files and confidential documents
- Ensure organization of common areas including kitchen, reception, and conference rooms
- Assist with set up and breakdown of staff meetings as well as catered meetings
- Receive and route incoming packages, mail, and correspondence
- Maintain cleanliness, order, and overall office experience for the office.
- Attend Company Phone Calls (official company number only).
- Manage Post (sending, collecting, and distributing).
- Manage Parcels and deliveries (receiving and sending).
- Support logistics for on-site and off-site events.
- Additional miscellaneous tasks as required for the success and growth of the business and the team.

#### Job Requirements:

- Exceptional customer service skills with formal phone etiquette
- Resourceful and ready to proactively solve problems
- Highly organized, efficient, and diligent to details
- Problem solver & keenly curious
- Research skill is a plus
- Professional manner & etiquettes; knowledge on serving guest with utmost professionalism
- Strong interest and commitment to Startup Bangladesh Limited's mission and values of being authentic, audacious, engineering, global, creative, executing and relationship-driven
- Proficiency in Microsoft Office Suite: Excel, Word and PowerPoint including formulas is a plus
- Excellent organizational, communication (written and verbal), and time management skills
- Strong interpersonal skills; professional demeanour and discretion is a must
- Knowledge of the Startup/Tech industry a plus

#### Minimum 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.

**Location:** Dhaka, Bangladesh

**Compensation:** Commensurate with experience

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

Date: August 12, 2021

Memo: Memo: 56.01.0000.043.11.010.20-233

F. Jabeen

Managing Director & CEO