

## JOB OPPORTUNITY AT STARTUP BANGLADESH LIMITED

**Startup Bangladesh Limited** is the only flagship venture capital company under ICT Division sponsored by the Bangladesh Government, started its journey in 2020 with a vision to transform the Startup Ecosystem in Bangladesh.

**Position:** Admin Executive

**Job Overview:** We are seeking a highly organized and detail-oriented Admin Executive to join our team. The Admin Executive will play a crucial role in ensuring smooth day-to-day operations within the organization. The position is structured as a contractual engagement for a duration of two years, with the high possibility of renewal contingent upon the receipt of a satisfactory performance evaluation.

### Principal Job Role/Accountabilities

- Provide administrative support in procurement activities, including maintaining records, coordinating with vendors, and managing purchase orders.
- Aid in general administrative duties including file organization, data entry, and organizing company documents.
- Track expenses and receipts, reconcile expenses with budgets and submit expense reports for reimbursement.
- Schedule appointments and meetings, set reminders for important deadlines and coordinate with team members for availability.
- Assist in HR-related tasks, such as maintaining employee records, coordinating interviews, and helping with onboarding processes.
- Book flights, hotels, and transportation for business trips. Ensure travel itineraries are clear and organized. Provide necessary documents and information for travel.
- Order office supplies as needed, coordinate maintenance or repairs for office equipment, keep inventory of supplies and equipment up to date
- Support in the preparation and drafting of meeting agendas, minutes, and resolutions, ensuring accuracy and completeness.
- Help organize and coordinate company events, celebrations, meetings, and workshops.
- Uphold the highest level of professionalism, confidentiality, and ethics in all tasks and interactions.
- Any other relevant task assigned by the management.

### Job Requirements:

- Bachelor's degree in Management, HRM, or any related discipline from a reputed university.
- Minimum one year of relevant experience in Startup / Government / Management Consultancy Firm / Financial Sector
- Excellent communication skills, both verbal and written
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and comfortable with digital communication tools.

**Compensation:** Commensurate with experience      **Age Limit:** 35 years

### Application Procedure:

(1) Interested candidates are invited to submit their resume and a cover letter explaining their qualifications and interest in the position to: [career@startupbangladeshvc.gov.bd](mailto:career@startupbangladeshvc.gov.bd). Please include "Application for the Position of Admin Executive" in the subject line of your email. The application deadline is May 09, 2024.

(2) Only shortlisted candidates will be called for a written test and interview.

Date: April 24, 2024  
Memo: 56.07.0000.002.11.010.23-937

Nazmul Huda  
Human Resource Associate