

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: Investment Executive

Job Overview: We are seeking a dynamic and results-driven Investment Executive to join our team. The Investment Executive will play a crucial role in ensuring the day-to-day operational activities of Investment Management team. 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

- Assist Portfolio Management team to conduct due diligence, create financial models, and investment memos for potential investments
- Provide support in post investment monitoring including arranging meetings with portfolio startups, onsite visits, financial and operational data collection, data validation, analyze performance metrics, and create quarterly post monitoring reports
- Conduct industry specific research to support the Investment Management team
- Stay updated on market trends and competitive dynamics that could impact portfolio companies
- Facilitate regular communication with portfolio companies to gather updates and resolve queries
- Prepare materials and presentations for stakeholder meetings
- Assist in preparation of meeting notices, minutes and resolutions
- Participate in workshops, training, and professional development sessions to enhance industry knowledge and analytical skills
- Contribute positively to the company's culture and values
- 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 Finance or related field.
- Minimum of one year of relevant experience in Venture Capital / Private Equity / Investment Banking / Corporate Investment Venture or relevant financial services company, demonstrating a foundational understanding of financial markets and instruments
- Proficient in financial statements
- Strong analytical skills and attention to detail
- Excellent communication skills, both verbal and written
- Proficiency in Excel and financial modelling tools
- Willing to work in a highly demanding and result-oriented environment
- Knowledge on Bangladesh Startup Ecosystem is a plus

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. Please include "Application for the Position of Investment 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: 56.07.0000.002.11.010.23-938

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