



Bangladesh Foreign Trade Institute  
TCB Bhaban (5<sup>th</sup> Floor), 1 Kawranbazar, Dhaka-1218.

## **Vacancy Announcement**

Bangladesh Foreign Trade Institute (BFTI) is a non-profit research and training institution built on the concept of a public-private partnership (PPP) between the Government of Bangladesh represented by the Ministry of Commerce, Finance, Industries, Economic Relations Division, and The Tariff Commission, and the private sector, represented by all the major trade organisations, namely, the FBCCI, ICCB, BTMA, MCCI, CCCI, BGMEA, BCI, and DCCI. Its focus is on research, education, training and policy advocacy on international trade-related issues.

BFTI invites applications for the position of a **Secretary to the CEO** from talented people with dedication to undertake the responsibility in a leading think-tank organisation. We are looking for a highly competent person with a strong command in English, sense of integrity and team spirit, and an intrinsic motivation to work for the BFTI.

### **Secretary to the CEO: Position- 01**

#### **Key Responsibilities:**

- To provide personal assistance and secretarial/ administrative support to the Chief Executive Officer, which will also include taking dictation, both in English and Bangla;
- Manage, coordinate and maintain calendar of the CEO, including appointments, meetings and travel;
- Drafting and writing high quality reports and presentations, as required by the CEO.
- Ensure Filing, Mailing, Drafting on different issues of CEO office;
- Sending, receiving and dispatching letters, documents, parcel, etc and keeping the records of Dispatch Register Book;
- Making appointments and establishing effective means of communication with different organisations, all other relevant stakeholders, institutions and development partners;
- Communicating with other departments, as and when necessary;
- Responses to visitors' queries;
- Maintaining and handling all incoming and outgoing calls through PABX;
- Answering incoming telephone calls, assist callers, take messages, provide information, make community referrals and forward outgoing calls;
- Transferring calls from to designated area or department;
- Encode and forward customers' concerns to authorised personnel, that will further assist the concern of the customer;

- Ticket reservation, Visa process, logistics etc;
- Such other task or tasks as may be assigned from time to time by the authorities.

**Profile Requirements:**

- ‘A’ Level / Graduation from a reputed institute, preferably with English medium background;
- Fluent in spoken and written English and Bangla;
- Computer literacy and internet proficiency is a must;
- Female candidates will be preferred;

**Remuneration: Upto Tk. 25,000-30,000/- (Consolidated)**

**Age: Maximum 30 years.**

BFTI is an equal opportunity employer, offers competitive conditions of employment and the chance to work in an excellent environment. We are committed to diversity and applicants may require to travel locally. Interested candidates are requested to apply confidentially with a cover letter explaining how s/he would meet the personal specifications along with detailed curriculum vitae before **26<sup>th</sup> December 2018, to [jobs@bfti.org.bd](mailto:jobs@bfti.org.bd) or at the BFTI address to the Chief Executive Officer.**

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