

STARTUP BANGLADESH LIMITED – a venture capital company wholly owned by ICT Division, The Government of Bangladesh

Position: Executive Assistant to the MD

Description:

Startup Bangladesh Limited is a forward-looking company that aims to catalyze a startup revolution in Bangladesh. The company is looking for an experienced and autonomous Executive Assistant to provide day-to-day support to the company's MD and CEO. The person in this role will also have the opportunity to scope and execute on special cross-functional projects in a fast-paced environment.

Report to: Managing Director and CEO

PRINCIPAL JOB ROLE/ACCOUNTABILITIES

- Provide full-cycle support to Managing Partners including:
 - Relieve them of all administrative detail, projects, and workflows
 - Coordinate global travel arrangements and triage any issues
 - Schedule internal and external meetings across various time zones, while being able to anticipate and resolve conflicts
 - Manage business contacts
 - Handle personal errands for founders, team lunches, etc. as necessary
 - Take and distribute company meeting minutes as appropriate
- Manage logistics and company events, off sites, and more, if and when needed
- Proactively aggregate resources (i.e. agendas) prior to meetings
- File and organize documents
- Research/assist with client communication as requested
- Provide support on presentations
- Greet guests, especially to MD, and ensure onsite meetings flow smoothly (e.g. ordering lunch, printing materials, virtual meetings etc.).
- Assist with printing and other ad hoc requests
- Ability to own special initiatives from conception to conclusion

Job Requirements:

- Highly organized, efficient, and demonstrate superior attention to detail
- Problem solver and enjoy finding the most efficient and creative solution to have the puzzle pieces fit together
- Strong sense of urgency and can work longer hours when necessary
- Adapt to changing priorities and schedules and predict upcoming needs
- Perform duties with the utmost confidentiality and discretion

- Capable of relying on experience and judgment to plan and accomplish goals
- Strong interest and understanding of 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, as well as Google Apps
- Excellent organizational, communication (written and verbal), and time management skills
- Proactive about making life easier for the management team, and have a "let's find the solution" attitude
- Ability to work in a fast-paced environment with evolving priorities
- 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 2-3 years previous experience. Prior experience in providing support to other C-level executives will be given preference

Location: Dhaka, Bangladesh

Compensation: Commensurate with experience

Send CV with cover letter to: info@startupbangladeshvc.gov.bd

Attention:

Tina F. Jabeen

Managing Director and CEO

Startup Bangladesh Limited

Application deadline: 31st October 2020