

JOB OPPORTUNITY

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

Position: Executive Assistant to Management Team

Report to: Chief Investment Officer

Principal Job Role/Accountabilities

- Provide full-cycle support to Management Team including:
 - Assist them with all administrative details, 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 tasks assigned by Management team, organise team lunches, etc. as necessary
 - Draft 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, task list management etc.
- Greet guests, 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 diligent to details.
- Problem solver & keenly curious
- Strong sense of commitment to deliver projects on time with tight deadlines.
- Adapt to changing priorities and predict upcoming needs
- Capable of relying on experience and judgment to plan and accomplish goals
- 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 relevant experience. Prior experience in MNCs or in startup is a plus.

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 by **27/08/2021** mentioning subject as 'Application for the position of Executive Assistant to Management Team' drawing attention to Managing Director and CEO.

Date: August 12, 2021

Memo: 56.01.0000.043.11.010.20-233

F. Jabeen

Managing Director & CEO