

We're Hiring!

Sales Admin

- Handle admissions related admin tasks
 - Follow up with students & education providers for documents
 - Organize & submit documents to institutions
 - Support student counselors

 - Bachelor's degree in any discipline
 - 6 months – 1 year experience preferred
 - Strong communication in English

 - Working Hours: 7:00 AM to 3:00 PM (BD Time)
 - Weekly Day Off: Every Sunday & Sat (Alt)
 - Yearly Holidays: Australian Holiday Calendar

 - Job Location: Dhanmondi 14, Dhaka
 - Deadline: May 20, 2026
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Apply Now
[**hr@pfecglobal.com**](mailto:hr@pfecglobal.com)