

We are looking for an energetic and field-ready Executive, Skills Specialist to support talent sourcing, candidate pipeline development, field engagement, and digital communications for our business unit. If you're strong in coordination, recruitment support, and online/offline candidate outreach, this role is for you.

Job Location: Dhaka + Field Assignments

Employment Type: Permanent

Work Mode: Office & Field-Based

Deadline: Urgent

What You'll Do:

- Source candidates through job portals and social media across target sectors
- Plan and conduct field visits to universities, institutes, training centres, and job hubs to build candidate pools
- Conduct talent mapping and maintain accurate candidate databases and periodic candidate lists
- Coordinate recruitment activities, follow up with candidates, handle queries, and provide continuous feedback
- Lead digital communications including social media campaigns, job circulars, post boosting, and creative content
- Manage the website and digital assets while coordinating with development and hosting vendors

Requirements:

- Master's degree in Statistics, Mathematics, Law, or Social Science from a reputed public university
- Experience in talent sourcing, recruitment, business development, or digital marketing is an advantage
- Capable fresh graduates with strong field engagement and digital aptitude are encouraged to apply
- Working knowledge of job portals, HRIS, social media, and digital marketing tools
- Proficiency in MS Office including Excel, PowerPoint, Word, and Outlook
- Excellent communication skills in English & Bangla with strong analytical and organizational ability
- Willingness and physical fitness for regular field visits and field-based duties

Compensation: As per company policy

How to Apply:

Email your updated CV to cv@enroute.com.bd and mention the position name in the subject line.

Special Note: Any personal persuasion/phone-call may result in disqualification.



The advertisement features a green and white color scheme. At the top right is the 'enroute' logo. Below it, the text 'CAREER OPPORTUNITY' is written in a small font. The main headline 'WE'RE HIRING.' is in large, bold letters, with 'WE'RE' in black and 'HIRING.' in green. Below this, a dark blue box contains the text 'PERMANENT · OFFICE & FIELD-BASED' and the job title 'Executive, Skills Specialist' in white. Underneath the title, it says 'Location: Dhaka + Field Assignments'. The main body of the ad is white with green accents. It contains a paragraph describing the role, followed by two columns of bullet points under the headings 'WHAT YOU'LL DO' and 'WHAT YOU BRING'. At the bottom, there is a green banner with the text 'APPLY NOW →' and 'Email your CV with the position name in the subject line cv@enroute.com.bd'. The footer contains the website 'www.enroute.com.bd' and the phone number '09610405060'.

enroute

CAREER OPPORTUNITY

WE'RE HIRING.

PERMANENT · OFFICE & FIELD-BASED

Executive, Skills Specialist

Location: Dhaka + Field Assignments

A combined **talent-sourcing and business-development** role within. Build qualified candidate pipelines through job portals, social media, talent mapping, field visits, and campus engagements while driving the digital communications and managing the website of the business unit.

WHAT YOU'LL DO **01**

- Source candidates via job portals and social media across target sectors.
- Plan and conduct field visits to universities, institutes, training centres, and job hubs to build candidate pools.
- Conduct talent mapping and maintain accurate candidate databases and periodic candidate lists.
- Coordinate recruitments and follow up with candidates; handle queries and provide continuous feedback to candidates and social media users.
- Lead digital communications social media campaigns, job circulars, post boosting, and creative content.
- Manage the website and digital assets; troubleshoot issues and liaise with development & hosting vendors.

WHAT YOU BRING **02**

- Master's degree in Statistics, Mathematics, Law, or Social Science from a reputed public university (RU / InU / JU preferred).
- Experience in talent sourcing, recruitment, business development, or digital marketing is an advantage.
- Capable fresh graduates with strong field-engagement and digital aptitude are encouraged to apply.
- Working knowledge of job portals, HRIS, and social media / digital marketing tools.
- Proficiency in MS Office (Excel, PowerPoint, Word, Outlook).
- Excellent communication in English & Bangla; strong analytical and organizational skills.
- Willingness and physical fitness for regular field visits and field-based duties.

APPLY NOW → Email your CV with the position name in the subject line
cv@enroute.com.bd

www.enroute.com.bd Phone: 09610405060