

Air Astra is looking for | Executive, Administration | Freshers

Job Location: Dhaka

Salary: Negotiable

QUALIFICATION(S):

- Bachelor of Any Discipline
- MBA degree will be preferred
- GPA 4.00 at least in SSC & HSC
- CGPA 3.00 at least in Honors/BBA
- Candidates having O Level/A Level will be given preference
- At Least 2 years of experience in relevant field is preferred
- Experience in Airline and group of Companies is preferred
- Freshers are also encouraged to apply

ADDITIONAL REQUIREMENTS:

- Proven experience as an Administrative Executive, Administrative Assistant, or similar role.
- Excellent organizational and time management skills with the ability to prioritize tasks effectively.
- Strong written and verbal communication skills, capable of interacting with individuals at all levels of the organization.
- Proficient in Microsoft Office suite (Word, Excel, PowerPoint) and other relevant software applications.
- Ability to maintain confidentiality and handle sensitive information with professionalism.
- Strong problem-solving skills with the ability to multitask and adapt in a fast-paced environment.
- A positive attitude and exceptional interpersonal skills, coupled with a customer service-oriented approach.

Click to apply: <https://lnkd.in/geDaJ7qw>

Application Deadline: 31 July 2026

