



CAREER OPPORTUNITY

Position : Executive (Coordination)
Business Unit : United Enterprises & Co. Ltd. (UECL), Power Division
Job Location : Corporate Head Office, Dhaka
Employment Type : Full-time

Job Summary

The "Executive – Coordination" role supports the efficient operation of Power Division by coordinating projects, managing & creating documentation, data analysis & report making, facilitating stakeholder communication, contract management & project progress and invoice verification.

Experience Requirements:

- Minimum one (1) year of relevant work experience is preferred.

Educational Qualifications:

- SSC & HSC from National Curriculum (English Version) / O & A Levels
- B.Sc in EEE / Mechanical Engineering related field from a reputed university.

Major Roles and Responsibilities:

- Coordinate Power Division meetings by preparing meeting agendas, scheduling sessions, recording Minutes of Meeting (MoMs), and tracking the timely implementation of agreed action items.
- Monitor project progress and prepare periodic reports and presentations for management.
- Manage sales contracts and customer relationships by monitoring contractual obligations, facilitating contract renewals, and preparing monthly sales reports, trend analyses, and performance comparisons.
- Serve as the focal point between the Power Division and the Group Branding Team, ensuring effective coordination of branding and communication activities.
- Prepare and maintain project progress reports, verify invoices related to customers and ensure the accuracy of related documentation.
- Prepare presentations, reports and other business documents for management and stakeholders, while supporting investment-related initiatives and business development opportunities.

Required Competencies:

- Strong analytical, organizational, and communication skills (English proficiency - IELTS 6.5 equivalent).
- Proficiency in Microsoft & Google office applications (Outlook, Excel / Sheets, PowerPoint / Slides, Word / Docs).

Send your CV to career@united.com.bd

Please mention "**Executive (Coordination)**" in the subject line.

Application Deadline: **31 July, 2026**

