





AIRS


Advanced Institute of
Rehabilitation Sciences

 AIRS Ltd. is Hiring

Position: Assistant Administrative Officer

 Location: Dhaka |  Full-Time


 Vacancy: 02 |  Salary: Negotiable

 Deadline: **03 March 2026**

 Qualification

Bachelor's (Honors) in any discipline

Master's degree preferred

 Experience & Skills

Relevant experience required

Academic or training coordination experience preferred

Bangla & English typing (English 30 WPM, Bangla 25–30 WPM)


Proficient in MS Excel, MS Office & Google Workspace

Experience with student databases, institute software & website management

Social media handling experience

Strong English communication & documentation skills

Ability to multitask, work under pressure & conduct field visits

 Responsibilities

Manage daily administrative operations

Coordinate academic programs and training schedules

Maintain academic records, databases & reports

Liaise with faculty, students, agents & stakeholders

Ensure policy compliance and operational continuity

Support website updates and documentation

 Benefits

3-month probation

Weekly holiday: 1 day

2 festival bonuses after confirmation

 Office: Mirpur-1, Dhaka

 Apply: <https://lnkd.in/gt-xNeDG>