

Active Machineries & Engineering Ltd

Assistant Executive/senior Executive

Application Deadline : **23 Dec 2025**

Requirements

Education

- Bachelor of Science (BSc) in Electrical & Electronic Engineering
- Bachelor of Science (BSc) in Mechanical Engineering

Experience

- 1 to 5 years
- The applicants should have experience in the following business area(s): Engineering Firms
- Freshers are also encouraged to apply.

Additional Requirements

- Age At least 23 years
- Excellent verbal & written communication skills, including ability to effectively communicate with internal and external customers. (in Bengali, Hindi & English, both written and oral)
- Excellent computer proficiency (MS Office - Word, Excel, Power Point and Outlook).
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary motivation

Responsibilities & Context

- Prepare **price quotations, costing sheets, and technical specifications** as per project requirements.
- Prepare **Bills, Challans, Purchase Orders**, and other official documents as assigned by management.
- Maintain accurate records of all commercial and project-related documentation.
- Prepare and submit **daily, weekly, and monthly reports** to the concerned authority on a regular basis.
- Ensure timely reporting of project progress, material status, and work updates.
- Prepare and review **BOQ (Bill of Quantities)** for various projects.
- Work on **CAD drawings** for design, modification, and project planning purposes.
- Experience in **making CS** and other technical drawings required for project execution.
- Coordinate with internal teams and vendors for technical clarifications and document approval.

Skills & Expertise

AutoCADProject Design and EngineeringProject ImplementationProject Planning

Workplace

Work at office

Employment Status

Full Time

Gender

Only Female

Job Location

Dhaka

Apply Link: <https://shorturl.at/uDKBN>