

Associate, Client & Vendor Management

## **Wilbur Group is Hiring – Client & RVM Team Associates (Night Shift, On-Site)**

Wilbur Group is looking for **Client & Vendor Management (RVM) Team Associates** to join our team! If you're an excellent communicator with a proactive mindset and a drive for operational excellence, this role is for you.

 **Position:** Client & RVM Team Associate

 **Location:** Bashundhara R/A, Dhaka

 **Shift:** 7:00 PM – 4:00 AM (Night Shift)

 **Salary:** BDT 40,000 – 55,000 (Negotiable for highly capable candidates)

### **Key Responsibilities**

#### **Client Team Associate**

- Engage potential clients and generate business opportunities
- Maintain consistent communication with existing clients
- Coordinate with internal teams to fulfill client requirements

#### **RVM Team Associate**

- Onboard and assign vendors based on location and skills
- Communicate with vendors to ensure timely task completion
- Support senior team members with reports and performance analysis

### **Qualifications & Skills**

- Strong command of English (spoken & written)
- Multitasking ability in a fast-paced environment
- Detail-oriented with problem-solving skills
- Prior experience in client/vendor management is preferred
- Familiarity with CRM or work order management systems is a plus

### **Perks & Benefits**

- Competitive salary (negotiable based on experience)
- **Two festive bonuses + Birthday Bonus**
- Provident fund
- Career development and growth opportunities
- Supportive, collaborative team environment
- Stable night shift schedule with on-site support

Apply Now: <https://forms.gle/sEmkEnphKck6tWiG9>