

Job Opportunity

Position: Private Secretary to Vice Chancellor

Responsibilities:

- Perform a wide variety of complex responsibilities and confidential administrative and secretarial duties
- Manage the VC's calendar planning appointments, board meetings, conferences, etc.
- Arranging meetings and short events for the department
- Maintaining electronic and paper records ensuring information is organized and easily accessible
- Analyse and prepare draft reports and documentation
- Serve as the point person for external institutions and individuals who need to contact the VC and handle all the guests with professionalism
- Provide follow up to assignments given to faculty and/or admin staff by the Vice Chancellor and provide status reports to the Vice Chancellor
- Make travel arrangements
- Handling and prioritizing all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Help the VC in various kinds of jobs

Qualifications:

- MBA/Post Graduate degree from any reputed University

Other Requirements:

- Excellent interpersonal, communication, and presentation skills in both English and Bangla
- Efficient in emailing, Google Search, and report preparation skills
- Ability to work independently and take initiative
- Ability to multi-task
- Proficiency in Microsoft Office Apps, Adobe Photoshop
- Good typing capability in Bangla and English

Salary, Compensation and Other Benefits

- According to University Policy

Application Instruction

- Please send your updated CV with recent photograph to hr@aiub.edu. Please mention your position on the email subject line.

Employment Status

- Full-time

Application Deadline

- 30th June 2024

