

Star Tech & Engineering Ltd. is hiring | Junior Executive / Executive (Hotline) | Freshers

Vacancy: 05

Job Location: Dhaka

Job Responsibilities:

- Tackle hotline calls professionally.
- Address customer queries and complaints while providing top-notch product information with a positive attitude.
- Maintain meticulous records of all complaints and requests.
- Confirm online orders efficiently.

Education

- Bachelor/Honors
- Completed Bachelor's Degree from any reputed University.

Experience

- 2 to 3 years
- The applicants should have experience in the following business area(s): IT Enabled Service, Computer Hardware/Network Companies, Call Center
- Freshers are also encouraged to apply.

Additional Requirements

- Age 23 to 30 years
- Strong sense of professionalism and brand representation.
- Ability to work under deadlines and manage multiple projects simultaneously.
- Adaptability to changing content strategies and emerging technologies.
- Team collaboration and cross-departmental communication skills.
- Analytical mindset with the ability to assess audience engagement and improve content performance.
- Self-motivated, proactive, and detail-oriented approach to work.
- Openness to feedback and continuous learning to enhance presentation and creative quality.

Salary: Negotiable

Compensation & Other Benefits:

- Lunch fully subsidizes

- Festival Bonus: 2
- Salary Review: Yearly
- Leave Encashment
- Leave Facilities: Earn Leave, Casual Leave, Sick Leave, Maternity Leave, Paternity Leave, Hajj Leave, Umrah Leave
- Mobile Bill allowance
- TA/DA (As per policy)
- Group Life & Health Insurance (As per policy)

Click to Apply:

Application Deadline: 15 December 2025