

 We're Hiring | Office Admin (Fresher)

 Company: Doin Tech Limited

 Location: Pragati Sarani, Dhaka-1212

 Working Hours: 09:00 AM – 06:00 PM

 Weekend: Saturday & Sunday

 Employment Type: Full-Time

 Application Deadline: **15 January 2025**

 Key Responsibilities:

- ✓ Provide day-to-day administrative and office support to ensure smooth operations
- ✓ Coordinate and maintain effective communication with vendors and suppliers
- ✓ Organize and maintain bills, records, and other office documents
- ✓ Assist in arranging and supporting official meetings, events, and company programs
- ✓ Ensure a clean, organized, and professional office environment

 Freshers are highly encouraged to apply!

 Apply Now:

 <https://doin.tech/career/admin-officer>

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