

Position : Senior Executive

Department : Operation

JOB RESPONSIBILITY

- Plan, organize, and coordinate manpower requirements based on project and operational needs.
- Prepare and update employee deployment schedules, shift rosters, and assignment plans.
- Ensure all kinds of hiring/firing tasks by following company policy with related works.
- Maintain accurate records of employee attendance, availability, and allocation.
- Coordinate with HR and recruitment teams to address manpower shortages and hiring needs.
- Act as a point of contact between management, supervisors, and employees regarding manpower.
- Monitor productivity levels and recommend adjustments to workforce planning.
- Generate regular reports on manpower utilization, absenteeism, and workforce performance.
- Assist in onboarding, orientation, and training coordination for new employees.
- Support emergency manpower arrangements and resolve scheduling conflicts promptly.
- Coordinate overall operation team to ensure smooth operation.
- Contribute to ensure profit for the operation department along with cost minimization.
- Ensure all kind of reporting related to the planning, operation & profit/loss.

REQUIREMENTS

- Bachelor of any discipline from reputed university.
- 02-04 years experience
- Proficiency in MS Office.
- Excellent communication.
- Strong negotiation and interpersonal skills
- Priority will be given to defense personnel.
- Only male.
- Age maximum 35 years.

APPLICATION

Send resume to [career@cel.com.bd](mailto:citizen@cel.com.bd)

With the subject of "**Operation-Senior Executive**".

REMUNERATION

Negotiable.

COMPENSATION & OTHER BENEFITS

- Alternative Leave 2 Saturday monthly
- Festival bonuses
- Mobile allowance
- Travel allowance
- Provident Fund
- Insurance & Medical Coverage
- Govt. Holiday
- Other company benefits as per policy

APPLICATION DEADLINE

20 February, 2026



Corporate Office: 220/A & 220/D, Begum Rokeya Shoroni, West kafrul, Dhaka-1207.

Website: www.cel.com.bd