

**Singer Bangladesh Limited is looking for | Trainee Branch Manager**

Vacancy: 30

Job Location: Anywhere in Bangladesh

**Job Description:**

- Responsible for maintaining the branch effectively and efficiently Performance-based full-time job to meet the management requirement.
- Sales targets should be achieved monthly, quarterly and yearly Make sure that all reports (week-ending and month-ending business reports) are submitted to head office on time.
- Maintaining all documentation and records correctly on a daily basis Follow the standard merchandising procedures for the display of products and maintain them all the time
- Ensuring that all cash is banked daily and weekly remittances are submitted to head office along with the report
- Give maximum effort to decrease receivables
- Visit different institutions or organizations to increase customer base/market size Take effective part in all company sales promotion
- Provide proper after-sales service to customers according to company policy or as guaranteed by the company

**Education**

- Bachelor degree in any discipline

**Experience**

- At least 2 years
- The applicants should have experience in the following business area(s): Insurance, Retail Store, Pharmaceutical/Medicine Companies, Tobacco

**Additional Requirements**

- Age 24 to 40 years

Hard Copy CV submit-

Singer Bangladesh Limited

Gulshan Center Point

21th Floor, House # 23-26, Road # 90

Gulshan - 2, Dhaka-1212.

or click to apply-

Application Deadline: 25 November 2025