

Vacancy Announcement

Job Context:

Shahjalal Islami Bank Securities Ltd. is one of the leading brokerage house in capital market of Bangladesh. We provide a positive working environment and a work place where Recognition and Performance Driven Culture are nurtured to attain one's career goals. As the best service provider in the capital market and expansion of business, applications are invited for the below position for Head Office and Branches of the securities house in different areas of Bangladesh.

Job Position: Client Relationship Officer (Contractual).

Vacancy: 10

Job Description / Responsibility:

- Help the administration function.
- Correspond independently with customer.
- Analyze the need, develop and execute the support systems.
- Manage and supervision of interior fit-outs.
- Plan, organize, suggest and control the work activities of the team members in order to provide prompt and efficient services to customers.
- Ensure facilities management, including utility operation and maintenance.
- Initiate customer development and identification programs.

Job Requirements:

- Excellent written and oral communication skills in Bangla & English.
- Candidates are to be articulate, result-oriented, self-driven and innovative with proven track record of leadership.
- Applicants are expected to have experience and exposure in Capital Market, Banking, Broker House, office management.

Educational Requirements: Post Graduation in any discipline (BBA/ MBA is preferable).

Job Nature: Contractual.

Job Location: Anywhere in Bangladesh.

Salary Range: 16,000.00 BDT (Gross).

Other Benefits: As per company policy.

Interested candidates are advised to e-mail their CV with Cover Letter to info@shahjalalbanksecurities.com.bd with subject line 'Application for the Post of Client Relationship Officer (Contractual)' or send their Résumé with a recent passport size photograph along with a Cover Letter marking the name of the position on the top of the envelop by January 31, 2017 to the Head of Human Resources, Shahjalal Islami Bank Securities Ltd., Jiban Bima Bhaban, 10, Dilkusha C/A, Dhaka-1000.

Only short listed candidates will be called for interview as per recruitment policy. Management may relax eligibility conditions for exceptionally deserving candidates. Shahjalal Islami Bank Securities Ltd reserves the right to accept or reject any application without assigning any reason whatsoever.