



বাংলাদেশ কম্পিউটার সমিতি
BANGLADESH COMPUTER SAMITY
The ICT Industry Association of Bangladesh



Requirements | Responsibilities

Assistant General Manager

1. Post Graduate/Bachelor in any discipline
2. Strong leadership, decision-making, problem-solving and communication skills
3. Adequate knowledge on nature and type of ICT business on hardware, software, ISP & others
4. 5 years of working experience at a similar position at reputed company/organization
5. Excellent written and oral communication skills in English and Bangla
6. Ability to multitask and handle a fast-paced environment.

Public Relation Officer

1. Graduate in any discipline
2. Adequate knowledge on Public Relations & Media Communication
3. Adequate knowledge on nature and type of ICT business on hardware, software, ISP & others
4. Excellent written and oral communication skills in English and Bangla
5. Experience at a similar position will be preferred.
6. Ability to multitask and handle a fast-paced environment.

Program Officer

1. Graduate in any discipline
2. Adequate knowledge on event management
3. Adequate knowledge on nature and type of ICT business on hardware, software, ISP & others
4. Excellent written and oral communication skills in English and Bangla
5. Experience at execution of projects/events will be preferred.
6. Ability to multitask and handle a fast-paced environment.

Receptionist

1. Graduate preferred.
2. Proficient in MS Office (Word, Excel).
3. Strong communication and interpersonal skills.
4. Professional appearance and friendly demeanor.
5. Experience as a receptionist, front desk agent, or similar role
6. Ability to multitask and handle a fast-paced environment.

Bangladesh Computer Samity (BCS)

House : 33/B, Road # 4, Dhanmondi, Dhaka-1205, Bangladesh.
Phone : 09614 111213, +88 01847 289089-93
Email : samity@bcs.org.bd, Web : www.bcs.org.bd

Member of



BCS Branches

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|--------------|--------------|-----------|-----------|----------|-----------|
| ● Barishal | ● Chattogram | ● Cumilla | ● Jashore | ● Khulna | ● Kushtia |
| ● Mymensingh | ● Rajshahi | ● Rangpur | ● Tangail | ● Sylhet | |