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| BRAC Bank Limited, pioneer in SME Banking, delivers a full array of banking services to individuals as well as businesses. Our financial results along with country-best credit rating & multiple best financial report awards reflect our aspiration, transparency and teamwork. While we thrive in the present, we simultaneously invest for future – upgraded core banking system in Finacle 10, first local bank to rollout Oracle ERP, process alignment with best practices and many more. However, this feat of providing a comprehensive range of solutions to its millions of customers would not be possible without our diversified business model and unmatched network of 186 Branches, 448 ATMs, 456 SME Unit Offices, 11 Regional Operations Office and 224 remittance delivery points.To support its continuous business growth, BRAC Bank is currently looking for ambitious, smart, goal-oriented, enthusiastic individuals for the following position in General Services Division:**Head of Admin and Logistics, General Services****Employment Type:**Full Time Employment**Job Location:** Dhaka**KEY RESPONSIBILITIES*** Ensure smooth and efficient delivery of services related to general administration and logistics across the country
* Maintain and align people, initiative and process of Logistics and Admin to meet organizational objectives
* Provide effective administrative and logistics support like logistics, store, large vehicle pool and dispatch of valuable documents
* Drive the performance, motivation and expectations of Logistics and Admin team
* Maintain close liaison with internal customers and incorporate feedback in service improvement initiatives
* Understand requirements and details of each event and Plan and organize events with attention to financial and time constraints
* Develop strategic policies and programs for corporate travel and also ensure all travel arrangements and operations
* Manage all the property and rented premises by investigating and resolving the complaints; enforcing rules of occupancy; inspecting vacant units; planning renovations; contracting with landscaping etc.
* Planning and directing the staff, discussing with technical workers and supervisors regarding installation, maintenance and operation of telecom equipment and networks
* Achieve on-time & within-budget-execution of all budgeted Logistics and Admin initiatives of the Bank

**EDUCATIONAL REQUIREMENT*** Master in any discipline from UGC granted University. in case of extensive experience Bachelor’s degree will also be considered.

**JOB REQUIREMENT:*** Minimum 8-10 years of work experiences in the related field in a reputed organization.
* Competent knowledge and skills to manage administrative, projects, logistics issues of the bank
* Communication and interpersonal skills to manage heterogeneous internal and external stake holders to ensure seamless and effective service supports.
* Capability of managing workloads and deal with sudden crisis/disasters/adverse situations.
* Strong leadership skills to drive the performance of the Team to achieve the objectives of the organization.

Only short listed candidates will be called for the interview as per recruitment process.BRAC Bank reserves the right to accept or reject any application without assigning any reason whatsoever. If you are interested to be a part of this diversified BRAC Bank family, then please Apply Online. BRAC Bank does not charge any fee at any stage of the recruitment process. Please note that BRAC Bank is an equal opportunity employer. Any form of persuasion will disqualify the candidature before or after the final selection. FEMALE CANDIDATES ARE HIGHLY ENCOURAGED TO APPLY**Application Deadline:July 13, 2019****http://hotjobs.bdjobs.com/jobs/asiaticmindshare/footer-logos-79.jpghttp://hotjobs.bdjobs.com/jobs/asiaticmindshare/logo.jpg** |