



East West University

Job Opportunity

Name of the Position: Project Management Assistant

Number of Position: 01 (One)

Job Responsibility:

- using a variety of software packages, such as Microsoft Word, Excel, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases;
- managing and maintaining budgets, as well as invoicing;
- liaising with staff in other departments and with external contacts;
- ordering and maintaining stationery and equipment;
- maintaining liaison with colleagues and external contacts to book travel and accommodation;
- organizing and storing paperwork, documents and computer-based information;
- data processing and analysis;

Job Specification:

Educational Qualification

Business graduate-preferably specialized in finance/ accounting

Experience

- Preferably retired officers from government or private organization.
- Other business graduates with relevant work experience are also encouraged to apply.

Salary: Negotiable

Please apply with a C.V. and a cover letter on or before February 23, 2016 to the following address:

Chairperson

Center for Research and Training (CRT)

East West University

Plot no-A/2, Jahurul Islam City, Aftabnagar, Dhaka-1212, Bangladesh

Or

E-mail: ewucrt@ewubd.edu