

Officer, Business & Operations

Experts Academy Limited

Job Context

Experts Academy Limited is looking for a dynamic, hardworking, and enthusiastic employee for the mentioned position.

Job Responsibilities

- Liaise with different Company to determine training needs and schedule training sessions.
- Time to time Corporate Office visiting.
- Perform business development activities and design effective training programs.
- Coordinate Indoor & Outdoor training facilities and equipment.
- Select appropriate training methods or activities and manage training budgets.
- Conduct seminars, workshops, individual training sessions etc.
- Design, prepare and order educational aids and materials.
- Gather feedback from trainers and trainees after each educational session.
- Partner with internal stakeholders and liaise with experts regarding instructional design.
- Maintain updated curriculum database and training records.
- Research and recommend new training methods and conduct evaluations to identify areas of improvement.
- Travelling Outside Dhaka (If required)
- Other duties as and when required by the management.

Employment Status

Full-time

Educational Requirements

- Bachelor/Master (preferably major in marketing) from any reputed university.

Experience Requirements

- Freshers

Additional Requirements

- Proficient in MS Office (esp. Word, PowerPoints & Excel)
- Phenomenal communication, presentation and public speaking skills.
- Must be able to work for longer hours when needed.
- Good command over Bengali and English writing and speaking.

Job Location

Dhaka

Salary

Negotiable

Last date to apply – 20 February 2024.

Read Before Apply

Interested applicants please send an email with necessary documents to coo@capitecbd.com

***Photograph must be enclosed with the resume.**