**INDEPENDENT UNIVERSITY, BANGLADESH (IUB)**

**Vacancy Announcement**

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<th>Post Title</th>
<th>Executive Assistant in the Office of the Pro-Vice Chancellor</th>
<th>Closing date for Application</th>
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<td>September 14, 2016</td>
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**Minimum Requirement**

- Master’s degree from a reputed University, CGPA of 3.0 or above (on a 4 point scale).
- Minimum of one year of work experience.
- Understanding of organization-related issues.
- Computer proficiency in Windows environment.
- Excellent time management.
- Self management, organizational, communication and problem solving skills; ability to complete multiple tasks and high volume of work; mature; professional attitude and appearance.
- Openness to continuing learning and upgrading of skills.
- High level of English Language Proficiency in reading, writing and speaking.

**Preferred Candidate**

- MBA with specialization in International Business, Human Resource Management or Marketing. CGPA of 3.6 or above (on a 4 point scale).
- Progressive professional responsibility for management and administration of an executive office, and demonstrated advanced knowledge of the office management essentials and standards.
- Logistical skills for office administration and management (including but not limited to, administrative writing skills, reporting skills, supply management, scheduling, Microsoft Office Skills, equipment maintenance and travel logistics).

**Responsibilities**

- Assisting the Pro-Vice Chancellor with development and refinement of the Office of Pro-Vice Chancellor budget and expense control and conserving Pro-Vice Chancellor's time by reading, researching and routing correspondence, drafting letters and documents; collecting and analyzing information; initiating telecommunications, and performing other related duties as assigned by the Pro-Vice Chancellor/University.

**Compensation Package**

- Independent University, Bangladesh (IUB) is an equal opportunity employer and it offers attractive remuneration package to the deserving candidates.

Please mention the position you are applying for in the subject line of your e-mail.

Please download the Application Form (for non-teaching positions) from IUB’s website at [www.iub.edu.bd/jobs](http://www.iub.edu.bd/jobs), fill it in and e-mail it to hrdept@iub.edu.bd.

Only online applications will be acceptable.