



OFFICE OF THE REGISTRAR

JOB DESCRIPTION & PERSON SPECIFICATION FOR EXECUTIVES

1. JOB INFORMATION

Post Title: **EXECUTIVES (ADMINISTRATIVE & PLACEMENT)**

Mode: **Full Time**

Ref No: **WUB/HR/Exe/G_1/1_2018**

2. JOB DESCRIPTION

Main Duties and Responsibilities

The applicants should have experience in the following area(s):

- Student counseling, responding to guardian's queries.
- Maintaining office work, making and answering phone calls.
- Administrative work completed properly and timely.
- Maintenance of consistent follow-up communication via telephone, in person and email for all relevant matters.
- Analysis of documents and proper filing based on policies.
- Complete outbound calls and emails in a timely manner.
- Excellent performance over MS Office, Internet and email correspondences.
- Computer operating especially MS word, Excel, Power point.
- Student counseling, admission and other administrative works.
- Interest in administration, management and related fields.
- Fluency in oral, written English (highly desirable).
- Intent on learning office administration skills.
- Good interpersonal and public relations skills.
- Time management and multitasking abilities.
- Self-motivated, well behaved and humble.
- Any other duties related to the post.

AND such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

Supervision Given

Other Administrators as appropriate.

PERSON SPECIFICATION FOR EXECUTIVES (ADMINISTRATIVE AND PLACEMENT)

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education / Qualifications	Master Degree / 3 or 4 years Bachelor Degree in any discipline from a recognized University.	Must be fluent in English and Bengali. Preferable Knowledge of any other foreign language.
Experience	Minimum 3 years' experience required.	Up to date knowledge of any western Higher Education System.
Job Related Skills and Capabilities	Commitment to delivering high quality services. Good organizational and management skills. Suitable level of proficiency in ICT and understanding of its application.	Evidence of successful external network. Some administrative and organizational experience.
Interpersonal Skills	Effective oral and written communication skills in both individual and group situations. Ability to lead and work as a member of a team of group. Ability to relate to students with diverse backgrounds, ages and experience.	Experience of mentoring or supporting more junior or less experienced colleagues.
Other Requirements	Willingness to travel abroad to undertake administrative and related activities related to the role.	

Instructions

For further information, please send your enquiries to the Mr. Md. Abdul Jalil at aj.masud@wub.edu.bd. Application forms for the post are available from <http://jobs.wub.edu.bd>. Please download the form and submit your application via email to hr@wub.edu.bd or submit by postal mail to **Human Resources Division**, World University of Bangladesh, Building 3/A, Road # 04, Dhanmondi, Dhaka – 1205, BANGLADESH.