

Category: General Management/Admin

Assistant Officer (PABX), Department of Administration North South University



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Vacancy

3

Job Responsibilities

- Responsible to operate telephone switchboard to route, receive and place calls to all campus locations
- Creating updating, and distributing a call directory to all departments.
- Answering, screening, forwarding calls in a professional and courteous manner.
- Handling general phone inquiries about the organization
- Directing external calls to designated departments or individuals.
- Transferring internal calls across departments and between staff.
- Setting up and confirming schedule and conference calls when required
- Relaying written or verbal messages in a timely and accurate manner.
- Scheduling routine maintenance and facilitating urgent repairs of PABX equipment.
- Keeping records of calls placed and charges incurred
- Any other job that may be assigned by the Authority from time to time

Employment Status

Full-time

Educational Requirements

- Masters (degree preferably in Business Administration / English / Social Sciences with literacy).
- Only NSU applicants with a 4 years Bachelor's degree are encouraged to apply.

Experience Requirements

- 2 to 3 year(s)

Additional Requirements

- The age limit of the candidates for this position should be between 25-30 years
- Candidates should have at least 2 to 3 years of practical work experience in any organization/educational institute
- Candidates should have excellent verbal and written communication skills and well conversant in computer Applications

- Candidates should be able to work in shifts and holidays, if required
- The Authority reserves the right to accept or reject any application without giving any

Job Location

Dhaka

Salary

- Attractive Salary package

Compensation & Other Benefits

- Service benefits with provident fund , Gratuity, Festival Bonuses, Group Insurance, in-house free medical Consultation, as per NSU salary structure and policy will be offered

Job Source

Bdjobs.com Online Job Posting.

Read Before Apply

Please read the full job description very carefully before deciding whether you have the skill knowledge and experience that we are looking for. Only eligible candidates will be contacted by NSU for written and viva test.

Candidates may apply with complete CV, two photographs copies of certificates, transcript and other credentials by mail or in hard copy:

Director (Administration)
NORTH SOUTH UNIVERSITY
Plot #15, Block #B, Bashundhara, Dhaka-1229
Email: nsuhr@northsouth.edu
Website: www.northsouth.edu

Apply Procedure

Send your CV to nsuhr@northsouth.edu

Application Deadline : **29 Jul 2021**

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Company Information

North South University
