

Category: Education/Training**Department Secretary, Department of Biochemistry & Microbiology
North South University (NSU)**[View all jobs of this company.](#)**Vacancy**

Not specific

Job Responsibilities

- To provide administrative support to the Department Head.
- Receive and respond to enquiries concerning departmental matters from staff, students, external organizations and members of the public.
- Full secretarial support for a number Of Departmental Committees including Staff meetings, Staff Student Liaison Committee and Courses Committee etc.
- Typing and filing of documents including e-mails, letters and reports.
- Maintain liaison with different departments of the University on behalf of the Department of Biochemistry & Microbiology.
- Assisting with other administrative duties, including copying, scanning, faxing, and emailing.

Employment Status

Full-time

Educational Requirements

- Masters degree from any reputed University.
- NSU applicants with a 4 year; Bachelor degree only are also encouraged to apply.

Experience Requirements

- 2 to 3 year(s)

Additional Requirements

- The age limit of the candidates for this position should be between 25-32 years.
- Candidates should have at least 2 to 3 years of practical work experience in any large organizations/educational institutes.
- Adequate computer literacy.
- Proficiency in English and writing.

Job Location

Dhaka

Salary

- Attractive salary packages

Compensation & Other Benefits

- Other allowances and service benefits with Provident Fund, Gratuity, Festival Bonuses, Group insurance, in- house free Medical Consultation, as NSU salary structure and policy will be offered.
- Candidates should be able to work in shifts and holidays, if required.
- Third division/ class/ equivalent GPA of the candidates in any educational level will not be accepted
- The Authority reserves the right to accept or reject any application without giving any reason.

Job Source

Bdjobs.com Online Job Posting.

Read Before Apply

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

Apply Procedure

Candidates may apply with complete CV, two photographs, copies of certificates, transcripts and other credentials by e-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

Application Deadline : **29 Jul 2021**

Published On

19 Jul 2021

Company Information

North South University (NSU)
