

Officer (Accounts and Admin), Rafiuddin Memorial Academy-RMA, Madhaishur, Munshiganj

Vacancy: 01

Job Context

"Rafiuddin Memorial Academy (RMA) is looking for dynamic administrative professional for the position of "Officer (Accounts and Admin)" for their IT-enabled school. Rafiuddin Memorial Academy - RMA (<https://www.facebook.com/rmaedu.org>) is run with academic and technical assistance from bdeducation (www.bdeducation.org.bd). The school is located at Madhaishur, Munshiganj with state-of-the-art infrastructure and facilities. This is a Bangla version, English intensive school and follows the NCTB curriculum with fully digitalized content.

Job Responsibilities

- Support the Vice Principal regarding administrative matters.
- Arrange purchase of all capital item, equipment, stationery, bedding, cloth, furniture, electronic gadgets, medicine etc.
- Maintain record of all purchases.
- Keep record of inventory management.
- Ensure logistic support of academy, and any other program.
- Prepare work order of all purchases with proper documentation.
- Banking transactions.
- Maintain petty cash of administrative daily expenses.
- Maintain all vouchers, bills and others paper of purchase.
- Take care of Marketing / Promotion of Students Admission.
- Other duties assigned by the authorities.

Employment Status: Full-time

Educational Requirements

- Minimum **BBA degree from any Private or Public University.**

Experience Requirements: At least 1 year

Additional Requirements

- Age at most 35 years
- Only males are allowed to apply.
- Specialized in procurement will be given preference.
- Experience in any reputed School / College regarding marketing and promotion will get an advantage.
- Fresh graduates with outstanding achievements are also encouraged to apply.
- Must be proficient in driving technical tools like MS Word, MS PowerPoint, MS Excel, Google Sheet etc.

Job Location: Madhaishur, Munshiganj

Salary: 18000 - 20000 Monthly

Compensation & other benefits

- Salary Review: Yearly
- Festival Bonus: 2 (Yearly)
- Accommodation: Bachelor: Single-Man Accommodation

Application deadline: 27th April, Saturday, 2024

Email Address: hr.bdeducation@gmail.com