

LankaBangla Finance Limited is one of the largest private financial institutes in Bangladesh. LankaBangla Finance Limited offers entire spectrum of financial services to customer segments covering Corporate Financial Services, SME Financial Services, Personal Financial Services and Deposit Schemes.

We are going to recruit **Business Support Officer (BSO)** for **Recruitment & Learning Department Under Human Resources Division** of LankaBangla Finance Limited. In this connection, we are looking for some fresh graduates **Major in (HRM)** from your esteemed university. Details are given below:

Employment Type: Business Support Officer (BSO)

Vacant Position: One (1)

Career Progression: Finally selected candidates will undergo on a trainee period for one year. Upon successful completion of one year contract, contract period will be renewed as per the policy of the company. If the performance of the incumbent found outstanding, Incumbent may have the opportunity to be a **Permanent employee** as per the company policy.

Salary: Initial Salary as Business Support Officer (BSO) will be BDT 15,000 along with other fringe benefits, Office equipment and corporate SIM. Upon successful completion of one year contract, candidate will be eligible for yearly increment based on performance.

Job Description:

1. Assist in recruitment activities.
2. Maintain recruitment MIS in MS excel.
3. Contact with potential candidate
4. Assist in proper documentation of recruitment process.
5. To perform any other assignments assigned by supervisor.

Job Specification: BBA/ MBA major in Human Resources Management with minimum CGPA: 3.00

Additional Requirement: Candidates should have sufficient knowledge on MS Office; especially in MS excel.

If you have suitable and interested candidate for this position from your university or from your network, we welcome you to send suitable students CV at ashekul.patwary@lankabangla.com .

CV Submission Deadline: 9th October, 2016