

# Manarat International University

Plot # CEN-16, Road # 106, Gulshan, Dhaka-1212, Telephone: 58817525, 222262251, 55060025  
website: [www.manarat.ac.bd](http://www.manarat.ac.bd)

## CAREER OPPORTUNITY

Manarat International University invites application from Bangladeshi nationals for the following positions:

### Book sorter

**Department:** Library of MIU

Manarat International University (MIU) is accredited by the University Grants Commission (UGC) and approved by the Ministry of Education, Government of Bangladesh which has established itself as one of the leading private universities in Bangladesh.

#### **REPORTING:**

The Book Sorter will report to the Librarian of MIU.

#### **Duties and Responsibilities:**

- Sort books according to genre, author, and publication date.
- Identify damaged books and repair them if possible or send for replacement.
- Ensure that books are arranged in a neat and organized manner.
- Assist with shelving and restocking of books.
- Keep track of inventory and report any discrepancies.
- Perform routine cleaning tasks to maintain the cleanliness of the library.
- Attend training sessions and workshops to stay up-to-date on library policies and procedures.
- Perform any other duties as and when required in the interest of the department and the university.

#### **Educational Requirements:**

Candidates possessing HSC or equivalent Certificate with minimum 2<sup>nd</sup> Class or GPA 2.50 and should have an active service of 5 years in the level of Class IV Employee in Library. Educational qualification will be relaxed for experience persons.

#### **Additional Requirements:**

- Ability to read and comprehend written instructions
- Attention to detail and ability to accurately sort books according to specific criteria
- Physical ability to stand for long periods of time and lift heavy boxes of books
- Basic computer skills to input data and track inventory
- Strong organizational skills to maintain order and efficiency in the sorting process
- Excellent time management skills to meet daily production goals
- Flexibility to adapt to changes in workload and sorting criteria
- Strong communication skills to collaborate with team members and supervisors

Strong sense of discretion and confidentiality required.

#### **Application Procedure:**

- Interested candidates meeting the above requirements should apply to fill up the prescribed form (available in MIU website)
- Application should be sent to the office of the Registrar, Manarat International University (MIU), Gulshan-2, Dhaka-1212 by 10 July 2024

Any attempt to influence the selection process unethically will disqualify the candidate's application.