

# 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:

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**Department:** Office of the Registrar.

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

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

- Ensure office cleaning including furniture, office equipment etc.
- Responsible for serving tea and lunch to office staff, as well as kitchen maintenance, other day to day work as per direction of concerned Office.
- Responsible of Arrangement of refreshments for the official meetings and to guests.
- Monitoring the use of equipment and supplies within the office.
- Dealing with queries or requests from the visitors and employees of University office.
- Assisting other administrative staff in wide range of office duties.
- Collecting and distributing couriers or parcels.
- Helping the receptionist, secretaries, or other administrative assistants in performing their duties.
- Be an honest, hardworking, polite.
- Ready to travel across for office work.
- Strong sense of discretion and confidentiality required.
- Any other duties and responsibilities assigned by the University Management.

#### **Educational Requirements:**

Candidates should possess S.S.C or equivalent certificate with minimum 2<sup>nd</sup> class or GPA 2.5. Experience may be relaxed in case of the candidates are found outstanding/extraordinary.

#### **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.