



**POPI**  
**CAREER OPPORTUNITY**

**People's Oriented Program Implementation (POPI)** is a national non-governmental development organization committed to building a prudent nation free from hunger and poverty, where every citizen enjoys a life of dignity and equity. POPI currently collaborates with government agencies and over 30 diverse development partners, including microfinance institutions (MFIs) and other financial institutions operating at international, national, and regional levels. It is implementing a wide range of multi-sectoral socio-economic development projects and programs throughout Bangladesh.

POPI is seeking experienced professionals with a proven track record to apply for the following position:

**Position** : Front Desk Officer  
**Location** : Head Office, Dhaka  
**Employment Status** : Full-time  
**Salary** : 6 months probationary period Tk.32,072/- and  
after confirmation Tk.35,668/-

**Other Benefits** : Upon successful completion of the probationary period, the employee will be entitled to city allowance, annual increments, two annual festival bonuses, Boishakhi allowance, mobile allowance, contributory provident fund, gratuity, and other benefits as per the organization's policy.

**Job Summary:**

The front desk Officer will be the member of POPI HR & Admin team & responsible to carry out the responsibility as per job description.

**Job Responsibilities:**

- She is responsible for greeting the visitors who are coming in the office and also answer to their basic queries.
- Handle incoming calls (overseas and local) and forward outgoing calls
- Take notes/messages and pass them to the concerned management
- She is responsible for daily attendance maintaining & Employee leave documents administration
- She is responsible for dispatching and receiving important documents, correspondences, filing documents, making photocopies.
- Keep and maintain an accurate record of goods receive note & stock balance register.
- She should coordinate with all the employees of an organization for conveying important messages.
- Help people to reach the correct destination.
- Drafting letters and documents.
- Maintain database on addresses, contact nos. etc.
- Other duties as assigned by the Management.
- Maintain high level of confidentiality in respect of the information and project.

**Key Requirements:**

- Graduate in any discipline
- 2 years experience in relevant field.
- Age 35 years
- Only females are allowed to apply.
- Smart, with pleasant personality, interpersonal communication skills, ability to learn quickly and hardworking
- Should have Computer skills in MS-Office program & internet application.
- Must be Professional and Punctual.
- Good communication skills
- Should have the ability to deal with different classes of people.

This role is ideal for a candidate with strong leadership and organizational skills, capable of overseeing comprehensive HR and administrative functions to support POPI's mission of socio-economic development.

### **Application Instructions**

Prospective persons who feel confident to fulfill above requirements are requested to send CV with a cover letter to, HR & Admin department, People's Oriented Program Implementation (POPI), 5/11-A, Block-E, Lalmatia, Dhaka-1207, and Or E-mail: [hr@popibd.org](mailto:hr@popibd.org), Website: [www.popibd.org](http://www.popibd.org).

Please mark the position applied for on the envelope or in the e-mail's subject line. Any persuasion will result in disqualification of the candidate. Only shortlisted candidate will be called for written test and interview.

**Equal opportunities:** POPI values diversity in the workplace and is committed to ensure equal opportunity for both male and female. We encourage applications from all suitable candidates regardless of gender, race, family or marital status, ethnicity, age, sexual orientation, caste or religion.

**Closing date for applications: 3 January 2025**

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”