

  
**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 collaborates with government agencies and more than 30 development partners, including national and international organizations, financial institutions, and microfinance institutions (MFIs). The organization implements a wide range of socio-economic development programs across Bangladesh.

POPI invites applications from qualified and dynamic candidates for the following position:

**Position:** Front Desk Officer (Female)

**Department:** HR & Training

**Location:** Head Office, Dhaka

**Employment Status:** Full-time

**Salary & Benefits**

- During 6-month probation period: Tk. 33,120/- per month
- After confirmation: Tk. 36,530/- per month

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

**Job Summary**

The Front Desk Officer will be responsible for managing front desk operations, receiving visitors, handling communication and correspondence, maintaining attendance and leave records, and providing administrative support to ensure smooth office operations.

**Key Responsibilities**

- Manage front desk operations, receive visitors, and direct them appropriately.
- Handle telephone calls, inquiries, and internal communications.
- Receive, record, and distribute mail, courier items, and official documents.
- Maintain attendance records, leave registers, and other office records.
- Provide administrative support, including filing, photocopying, and document management.
- Maintain contact databases, stock registers, and goods received records.
- Assist in drafting routine correspondence and official communications.
- Ensure confidentiality of organizational information and support smooth office coordination.
- Perform any other duties assigned by management.

**Key Requirements**

- Bachelor's degree in any discipline.
- Minimum 2 years of experience in a similar role.
- Proficiency in MS Office applications and internet usage.
- Good communication skills in both Bangla and English.
- Presentable, punctual, and customer-service oriented.
- Strong interpersonal skills with the ability to interact effectively with diverse stakeholders.
- Only female candidates are eligible to apply.

**Application Procedure**

Interested candidates who meet the above requirements are requested to send your updated CV along with a cover letter to: HR & Training Department, People's Oriented Program Implementation (POPI), 5/11-A, Block-E, Lalmatia, Dhaka-1207

Or email: [hr@popibd.org](mailto:hr@popibd.org)

Please mention "Front Desk Officer" in the subject line of the email or on the envelope. Any form of canvassing will result in disqualification. Only shortlisted candidates will be contacted for written test and interview.

**Application Deadline: 12 June 2026**

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”