



Established in 2000, **Bdjobs.com Limited** has been operating the largest online employment exchange of Bangladesh for the last 26 years. www.bdjobs.com is one of the most visited web sites in the country. It is also among the top five (5) most visited job portals in South Asia. Currently the company offers the following position for immediate recruitment.

Executive, Client Support Dhaka (Female) Urgent Basis

Key Points

- Looking for-good communication & computer skill
- Client support over phone experienced candidates are encouraged to apply
- Mirpur, Kolabagan, Green Road, Pathapath,,Farmgate located candidate will get preference

Vacancy: Not specific

Employment Status: FullTime

Job Location: Dhaka (Lalmatia)



Key Points

- Looking for-good communication & computer skill
- Client support over phone experienced candidates are encouraged to apply
- Dhanmondi,Zhigatola,Mohammadpur located candidate will get preference

Job Description / Responsibility

- Offer in depth product information to the clients.
- Answer customer queries about products and services relating to the company.
- Provide product information & taking feed back to the prospective clients
- Understand customer requirements and suggest as per requirements
- Manage customer information.

Educational Requirements

- Bachelor of Business Administration (BBA)
- Skills Required: Client Service, Customer Support through Phone, Call Center, Telesales

Experience Requirements

- At most 1 year(s)

Additional Requirements

- Age 23 to 28 years
- Only females are allowed to apply
- Minimum 1 Year experience - Customer support ,Call center, Tele sales
- The applicants should have experience in the following area(s): Customer Support through Phone

Salary: Negotiable

Compensation & Other Benefits

- Lunch Allowance
- After Probation Period -
 - Travel Allowance,
 - 2 Festival Bonus
 - Yearly Increment
 - Provident Fund
 - Profit Share



Apply Procedure

[Apply Online](#)

Application Deadline : June 30, 2026



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Executive - Programs & Activations (Cox's Bazar)

Vacancy: Not specific

Key Points

- Field Job
- Male & Female both Allowed to apply.
- Must be Hard working, smart, self motivated , outspoken



Job Description / Responsibility

- Participate in and organize Job Fairs, Career Seminars, Exhibitions, Campus Recruitment Programs, and various Promotional Activities of the company.
- Build and maintain strong relationships with Public & Private Universities, National & Private Colleges, Technical Training Institutes, Nursing Colleges, and other educational/training institutions.
- Coordinate with educational institutions to create opportunities for student engagement and career development initiatives.
- Collect and maintain job seeker databases from different educational and training institutes.
- Successfully onboard and convert potential job seekers into registered users of the Bdjobs App.
- Create, manage, and update targeted job seeker pools based on market demand and employer requirements.
- Conduct campus visits, promotional campaigns, and field activation programs to increase brand awareness and user engagement.
- Prepare activity reports, maintain records, and provide regular updates on field activities and activation outcomes.

Employment Status: FullTime

Educational Requirements

- Bachelor of Business Administration (BBA)
- Bachelor of Arts (BA)
- Skills Required: Brand Communication, Activation Management, Brand Promotion, Activation, Market Activation, event and activation, Promotion and Branding



Experience Requirements

- At least 1 year(s)

Additional Requirements

- Age 22 to 27 years
- Both males and females are allowed to apply
- Candidates must have involvement experience in - social work , social welfare club activities , College or University club, Brand Promotional work, Event & Activation work & mention those experiences in CV.
- It's a core field job, if you are not interested in field work no need to apply
- Must be Hard working, smart, self motivated , outspoken
- Excellent communication skill
- Good IT skill (Word, Excel, Power-point, e-mail, Web browsing)
- Must be prepared to work under pressure & long hours
- Should be a very good team player
- Should have the willingness to travel to different districts of Bangladesh frequently for work purposes .
- At least 1 year direct experience in event activation.
- Work experience in any Event Management Firm is preferred.

Job Location: Cumilla

Salary

- Negotiable

Compensation & Other Benefits

- Conveyance Bill
- Lunch facilities



Apply Procedure

Candidate must be physically & mentally prepared to perform field duties.

Strong Communication & interpersonal skills are essential .

Both male & female candidates are encouraged to apply ,however female candidates will be given high preference.

[Apply Online](#)

Application Deadline : June 25, 2026