



BKMEA

Working Today to Shine Tomorrow

CAREER OPPORTUNITY

Tuning the management cultures and production definitions with latest innovations and information determines the competitive edge in today's highly globalized market. This applies to Bangladesh RMG sector like others. Following BKMEA's (Bangladesh Knitwear Manufacturers and Exporters Association) successful activities, we think we have made some historic strides towards making the sector even more sustainable, competitive and compliant. In such journey, BKMEA expects you to utilize your potentialities in the following Post.

Job Title	: Trainee Counselor (Male/Female)
No. of vacancy	: 06
Experiences	: 3 to 5 years
Age limit	: Maximum 35 years
Location	: Dhaka (1), Narayanganj (2), Chittagong (2) and Comilla (1)
Duration	: 3 years Project (will be extended further in various phases)
Job nature	: Contractual (a few will be made regular on completion of project depending on their efficiency)
Salary	: Negotiable depending on Qualification and Experience

Job Description/ Responsibility

- Trainee counseling and trainee collection for different training programs.
- Establish effective liaison with Universities, Colleges and Factories in order to respond to Trainee Selection, Factory Visit and Job Placement etc.

Additional Requirements

- Working experience with any training institute will be given preference.
- Highly communicative, self-driven, able to work under pressure, hardworking and target and result oriented local inhabitants will be given preference.

Education Requirements

- Graduate in any discipline from any reputed university

Application Instruction

- Interested and eligible candidates are requested to apply with detailed CV along with photocopies of all necessary academic & required experience certificates, one copy of passport size photograph and a letter of interest for the post to the **Secretary**, BKMEA, Planners Tower (4th floor), 13/A, Sonargaon Road, Banglamotor, Dhaka-1000 in a sealed envelope mentioning the Post applied for and Preferable Job Location on the top of the envelope by **31 January, 2015**. Candidates may also apply with soft copies of above mentioned all documents through e-mail at: recruitment@bkmea.com mentioning the post in the subject.
- Incomplete applications will not be accepted
- If you think you are not the right person as per aforementioned requirements, then please don't apply.
- Only short-listed candidates will be contacted.
- Any kind of persuasion may end up in disqualification of your candidature.
- Application deadline **January 31, 2015**.
- BKMEA is an equal opportunities employer.