



BKMEA

Working Today to Shine Tomorrow



Bangladesh Knitwear Manufacturers and Exporters Association (BKMEA)

Position: Executive - IT

Number of Posts: 01

Experience Required: Minimum 1 Year

Salary: Negotiable

Employment Type: Full-time

Age: Up to 40

Workplace: Narayanganj

Responsibilities / Requirements

- Installation, configuration, monitoring, and maintenance of Windows and Linux Servers
- Management of Virtual Machines (VMs) and optimization of server resources
- Configuration, monitoring, and troubleshooting of MikroTik Routers, Mesh Routers, switches, and related network devices
- Management and troubleshooting of LAN/WAN networks, including internet connectivity and internal networking
- Installation, configuration, and maintenance of IP Phones (VoIP) and CCTV Camera systems
- Management and support of Network Printers, shared devices, and peripheral hardware
- Implementation and maintenance of IT security measures for all systems, including including server security, network security, user access control, antivirus, firewall, and malware protection
- Regular system updates, patch management, data backup monitoring, and recovery support to ensure system stability and data protection
- Monitoring system logs and identifying, reporting, and resolving security vulnerabilities or operational risks
- Operational and technical support for BKMEA's automation software, including Worker Biometric Software, UD Software, Membership Management Software, and other in-house or third-party applications
- Providing IT troubleshooting and desk support to users and resolving day-to-day technical issues
- Coordinating with software, hardware, and service vendors for support, maintenance, and upgrades
- Supporting overall IT operations and ensuring uninterrupted IT services across offices

Educational Qualification

- Minimum B.Sc. Engineering in Computer Science & Engineering (CSE) / Information Technology (IT) or any other relevant discipline from a recognized university.

Apply Instruction

Please submit your application with a CV and a Cover letter (Addressing to the President) and 2 color Photographs, mentioning current and expected salary at recruitment@bkmea.com or send in the hard copy at BKMEA, Planners Tower (4th Floor), 13/A Sonargoan Road, Banglamotor, Dhaka-1000) by 15th February 2026 . The subject line should be " Application for Executive - IT ".