



**JITA Social Business Bangladesh Ltd.** a **CARE Social Business** dedicated to empowering women through a network of enterprises creating employment opportunities and improving access to markets for BOP consumers.

To know more about the organization, please click on <http://jitabangladesh.com/>

**Job Title: Officer, Operations**

**Job Location: Head Office, Dhaka**

**Job Responsibilities:**

- Monitor and ensure that the field team provide and update sales data in the data management system.
- Collect sales data and validate with associated individuals in the supply chain.
- Prepare partner wise monthly/quarterly/annually sales report and present it to the team.
- Validate the reports with Finance team and recommend them to prepare the final bill to the partners.
- Update and compile new HUB (independent entrepreneur) profiles.
- Monitor and follow up the route plan for field staff and track their daily activities.
- Communicate with the field team about the changes in incentive plan, distribution plan, product prices and promotional offer etc.
- Any other tasks assign by the supervisor.

**Education** – Minimum graduation in any discipline from reputed universities.

**Experience** –

- 0-2 years' experience in business and market analysis in FMCG, research firms or agencies.
- Fresher but highly knowledge about database management systems can also apply.

**Core Competencies:**

- Strong analytical ability
- Self-motivated and creative
- Strong communication skills
- Focused, mobility and result oriented
- Ability to work under pressure and should have continues learning mind set

**Compensation & Benefits:**

- Salary: Competitive compensation package will be offered
- Mobile Allowance
- Festival Bonus (Yearly Two)
- Yearly Performance Bonus
- Contributory Provident Fund
- Insurance (Group Life, Hospitalization & Medical)
- Others benefits as per JITA policy

**Those who fulfill the above requirements and qualifications are ONLY encouraged to apply.**

To apply, please email your CV to [hr@jitabangladesh.com](mailto:hr@jitabangladesh.com)

**Female candidates are highly encouraged to apply.**

**Deadline: September 15, 2019**

