

Internship Opportunity**LFMEAB****No. of Vacancies**

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Job Description / Responsibility

- Maintain Knowledge Resource Center (KRC)
- Prepare Presentation, letters, write-ups in English
- Email communication with stakeholders
- Create and maintain long term business relationship with stakeholders.
- Give Client some instant idea based on our offered solution & service
- Responsive attitude and client management based on client requirement
- Able to prepare & maintain daily plan & report to immediate boss.
- Must be a team player, proactive, self-motivated, well dressed, smart, and willing to take initiative and result oriented.

Job Nature: Internship**Educational Requirements**

- Graduates.
- Give preference to candidate who have English Medium Background

Additional Job Requirements

- Confident and passionate
- Passionate about goal achievement by all possible means
- Involve in social cause and activity
- Good idea about current trend on social media
- Well dressed and good manner

Job Location: Dhaka**Salary Range:** Negotiable**Application Procedure:** Please send an updated CV with a cover letter and a recent color photograph at info@lfmeab.org**Application Deadline:** 30th May 2016