



The Relentless Pursuit *of* Quality

Concord Group invites applications from young, energetic and qualified candidates for the following positions:

Position: Assistant Manager - Finance & Accounts

Job Requirements:

- Adequate knowledge and skills on computer applications, especially MS office packages and Integrated Accounting package - ERP & Tally will be given preference.
- Reporting skill, communication skill
- Possessing positive attitude.

Educational Requirements:

- Professional Level I/II completed from **ICMAB** with good academic record.

Experience Requirements:

- 3 to 4 year(s)

Job Location:

Head Office, Gulshan-2, Dhaka.

Position: Manager - Audit

Job Requirements:

- Has experienced on **Costing & Audit in Garment Sector**.
- Adequate knowledge and skills on computer applications, especially MS office packages and Integrated Accounting package - ERP & Tally will be given preference.
- Reporting skill, communication skill
- Possessing positive attitude.

Educational Requirements:

- Professional Level II completed from **ICMAB** with good academic record.

Experience Requirements:

- 8 to 10 year(s)

Job Location:

Salna, Gazipur.



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Position: Executive/Sr. Executive - HRD

Job Requirements:

- The candidate will prepare employees salary and OT.
- Leave management, Attendance management
- Has experienced on **Payroll** in a group of companies.
- Adequate knowledge and skills on computer applications, especially MS office packages and Integrated Accounting package - ERP & Tally will be given preference.
- Reporting skill, communication skill
- Possessing positive attitude.

Educational Requirements:

- Professional Level I completed from **ICMAB** with good academic record.

Experience Requirements:

- 2 to 3 year(s)

Job Location:

Head Office, Gulshan-2, Dhaka.

Salary & Benefits

As per company policy.

Apply Instruction:

Candidates are requested to send their resume (CV) to noman_hr@concordgroup.net . Please mention the position name as subject in e-mail.