



PHILOSOPHIA

An English Medium & English Version School

WE ARE

HIRING



**ADMIN
&
IT OFFICER**

REQUIREMENT

- Good spoken person both in Bangla & English.
- Typically, 2-5 years of relevant administrative or office management experience is required
- Strong organizational and time management skills to handle multiple tasks and prioritize effectively.
- Familiarity with office equipment and software used in daily administrative tasks.
- Microsoft Office, Video Edit, Networking, Graphics Design, CCTV Management.

**"LOOKING FOR SMART
&
DYNAMIC CANDIDATE"**

CONTACT

SUBMIT YOUR CV

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