Position: Office Coordinator  
Location: Based in Dhaka  
Reporting to: Director, Finance & Administration  
Employment Type: Full-time, paid  
Start Date: Immediately  
App Deadline: Rolling  

About Teach For Bangladesh
Teach For Bangladesh (TFB) believes that every child in Bangladesh – regardless of socio-economic circumstance – deserves the opportunity for an excellent education. Our mission is to launch a movement of capable, committed, and compassionate leaders who share an understanding of inequity and are working tirelessly inside and outside the nation’s classrooms to end it.

Our Fellowship program enlists highly-talented graduates to spend two years teaching in low-income schools. During that time, we train and support Fellows as they expand the academic achievement, access and aspirations of their students. The program also prepares Fellows to become lifelong leaders, who will spearhead systemic change across a diverse array of sectors in Bangladesh.

Learn more about us at: [www.teachforbangladesh.org](http://www.teachforbangladesh.org)  
Watch a video about working at Teach For Bangladesh: [http://goo.gl/ChjE6d](http://goo.gl/ChjE6d)  
Learn more about the global network Teach For All at: [www.teachforall.org](http://www.teachforall.org)

Position Summary
The Finance and Administration Team is responsible for the overall accounting and operational activities within the organization. The team oversees and coordinates the work relating to Financial Governance, Financial Reporting, managing government and regulatory stakeholder relationship, vendor management and the administration function that entails and ensures the viability of smooth operation of the organization.

The Office Coordinator will be the focal point for managing and coordinating the day to day administration deliverables on site and also for other support that the team provides for all the staff. Under the supervision of the Finance and Administration Director the Office Coordinator will set up processes, protocols and policies in place to ensure a sustained and high quality level of support is provided to all the staff.

Major Responsibilities

**Front Desk management**
- Management of the front desk/reception counters.
- Maintenance of Visitor Registrar
- Provide basic information about Teach For Bangladesh and its staff to the interested persons over telephone or visiting the office.

**Dispatch management**
- Receive letters, documents, parcels etc. and ensuring delivery of those documents/materials to respective persons and keeping all relevant records including recipient’s signature on the Register.
- Sending letters, documents, parcels to the right destination by post courier, transport or hand as

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Travel / Transport Management
- Fuel Maintenance
- Management of the in house TFB vehicle and the operator
- Managing additional transport requirements as requested

Office supply management
- Maintain communication with office stationery suppliers and follow up reorder quantity for placing the order on time;
- Maintain the central store, issue stationery and update the register accordingly;
- Follow up printer toner notification and replace toner accordingly;
- Printing paper management;
- Issue letter head and envelop with maintaining register;
- Store management of printed materials;

Regular administrative work
- Regular monitoring of cleaning work and make sure office premises are neat and clean;
- Supervision the security guards, maintain correspondence with security guards provider in regular basis.
- Supervise support staff and cleaners;

Building management support
- Supervision the security guards;
- Ensure the generator is working and availability of fuel;
- Check water pumps and ensure proper water supply;
- Ensure space is treated respectfully and assets are looked after;
- Look after the garden and external part of the office building is properly clean and well maintained;

External Liaison and Support
- Maintain correspondence with security guards provider in regular basis;
- Payment of WASA, Gas and Electricity Bills are paid on time;
- Maintain relationship with Electricity Supply Authority, WASA and other respective Govt. Offices.
- Keep contact with plumber, electrician and other house maintenance support service / technician for quick troubleshooting;
- Maintenance relationship with other equipment suppliers including printer, laptop, AC, generator etc. to ensure time to time maintenance and troubleshooting;
- Other office equipment or house maintenance support service

Other administrative support and service
- Other administrative work which is not mentioned in the key responsibilities will be the additional/adhoc responsibilities of this position.

Educational Requirements

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• Graduate preferably in business studies/management or relevant subject from any recognized university.

Preferred Experience
• Has had at least 2 years of working experience in Administration / Coordination or relevant preferably in multi-cultural organization

Key Skills and Competencies
• Front Desk management
• Logistics management;
• Experience on Safety and Security activities / issues;
• Transport management;
• Documentation skill;
• Negotiation skill;
• Ability and quick trouble shooting capacity
• Strong leadership quality to deal with emergencies
• Good interpersonal communication skill both in English and Bangla
• Application Software: Microsoft Office Package would be an asset

Compensation
Salary is competitive in a Bangladeshi context and depends on prior experience.

How to Apply
Please email your resume and a one-page cover letter to careers@teachforbangladesh.org. Please indicate the position applied for in the subject line of your email. Your cover letter should be no longer than one page and answer the following questions:
• Why are you interested in Teach For Bangladesh?
• What compelled you to consider this specific position?
• What strengths/experience would you bring to this position?

Please note, only short-listed candidates will be contacted.

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