

Qualifications, Experience required, and other Information for Recruitment

Position: Senior Executive, Admission Office

We are looking for a dynamic and self-driven professional for our admission.

Education Qualification and Experience: Candidates must have an MBA (Marketing) or a Master's degree in English, Mass Communication and Journalism, or International Relations. A total of 06 years of work experience in promotional activities and student admission counseling in a private university or similar organization is required. Good communication in English language, computer literacy in modern office applications and ability to handle customized university automation software will also be given preference. Criteria may be relaxed for highly experienced candidate.

Job Responsibilities:

- Handle all incoming/outgoing voice calls regarding admissions.
- Maintain and update the lead sheet/CRM with full accuracy.
- Tag leads and refer to respective counselors based on program, location, or query type.
- Track all referred leads for their follow-up and campus visit.
- Maintain daily summary report and highlight leads needing urgent follow-up.
- Assist in organizing admission-related events/counseling sessions.
- Perform any other tasks assigned by the higher authority of the University

Additional Requirements:

- Both males and females are allowed to apply.
- Extensive experience in education or admissions.
- Understanding of statistics, admissions requirements and procedures, and financial aid application processes.
- Ability to analyze and interpret information and sales and marketing skills.
- Must be capable of working independently and guiding and supervising other members of the Admission Office.
- Strong interpersonal, presentation, networking, and verbal and written communication skills.
- Should have strong leadership skills and the ability to work under pressure.
- Pro-active, honest, sincere, hard working & Self Motivated.
- Problem-solving ability and solid communication and counseling knowledge
- Excellent computer literacy (especially in MS Word, MS Excel, and software skills).

Compensation & other benefits:

- Medical allowance, Provident fund, Insurance
- Festival Bonus: 2 (Yearly)
- Stable and long term job opportunity
- Free in-house medical and Psychosocial counseling service
- Flexible, friendly and good working environment
- Challenging development work & Opportunity of skill improvement

*** For administrative positions**, attach a bank draft/pay order of Tk. 200/- (Two hundred only) payable in favor of Eastern University with hard copy application, or bKash Tk.200/- to 01795711361 and send the TrxID along with the online application form.

You can make payments from your bKash Account to any 'Merchant' who accepts 'bKash Payment'.

1. Go to your bKash Mobile Menu by dialling *247# ; 2. Choose "Payment" ;3. Enter the Merchant bKash Account Number you want to pay to ; 4. Enter the amount you want to pay ; 5. Enter a reference* against your payment (you can mention the purpose of the transaction in one word. e.g. pay orders)
6. Enter the Counter Number* (the salesperson at the counter will tell you the number) ; 7. Now enter your bKash Mobile Menu PIN to confirm

Done! You will receive a confirmation message from bKash.

Read Before Apply

- Salary are negotiable for highly deserving candidates
- Computer literacy are essential for the position
- Experience and requirements are may be relaxed otherwise exceptionally qualifies candidates
- Only shortlisted candidates will be called for written test or interview
- If the applicant does not apply in the prescribed form of the university the application will be rejected

**Photograph must be enclosed with the resume.*

Apply Procedure: To apply, please download the application form from www.easternuni.edu.bd/career fill-up the form and attach it to your email message and send it to jobs@easternuni.edu.bd, email subject should be `Position Name`

or send the hard copy to: **The Registrar, Eastern University, Ashulia Model Town, Dhaka.**
(Mention the position on top of the envelope.)

Applications should be submitted by : 22 February 2026