



## HEAT Sub-Project 12057

### Department of Nanomaterials and Ceramic Engineering

### Bangladesh University of Engineering and Technology, BUET

Manpower will be recruited for the following full-time positions on a temporary basis for 2 years under the HEAT project in the Department of NCE, BUET.

SL. No, Post Name & Salary	No. of Post	Qualification, Experience & Skills Required
1. Office Manager-40,000/- (Consolidated Salary per month)	01	<ul style="list-style-type: none"><li>• Bachelor's or higher degree (BSc Engg. preferred).</li><li>• Experience in office management/administration/research projects preferred.</li><li>• Strong English &amp; Bangla communication.</li><li>• Proficient in MS Office &amp; email.</li><li>• Organizational &amp; time-management skills.</li><li>• Familiarity with characterization tools.</li></ul>
2. Accountant- 30,000/- (Consolidated Salary per month)	01	<ul style="list-style-type: none"><li>• Bachelor's or higher in Accounting/Finance.</li><li>• Experience in financial/accounting tasks preferred.</li><li>• Skilled in accounting software &amp; MS Excel.</li><li>• Knowledge of govt. financial rules &amp; taxation.</li><li>• Analytical &amp; reporting ability.</li></ul>
3. MLSS- 20,000/- (Consolidated Salary per month)	01	<ul style="list-style-type: none"><li>• SSC or higher.</li><li>• Office support experience preferred.</li><li>• Able to read/write Bangla (basic English desirable).</li><li>• Honest, reliable, physically fit.</li></ul>

**Application Deadline:** 14/10/2025 by 5 PM.

**How to Apply:** Please send your CV with a cover letter & certificates to the [heat.sp12057@gmail.com](mailto:heat.sp12057@gmail.com) email address.