JOB VACANCIES

Lutheran Health Care Bangladesh has been asking for applications of prospective candidates for following two positions-

1. COORDINATOR- ADMIN (RESIDENTIAL)

Vacancy

- 1

Job Context

- The purpose of this position is to ensure day to day administrative and personnel services in order to meet legislative requirements and support LHCB operations.

Job Responsibilities

- Ensure that all the fixing and maintenances of assets, structures and systems are done supportive to effective and efficient functioning of the hospital and community-based activities.
- Make sure that daily incomes are reported and deposited in the bank accounts assigned and monthly bank reconciliations are done accordingly.
- Contribute in promoting compliances, delegations and reporting to the donor/s as well as the Government concerned departments/administrative units.
- Supportive community development activities; monitor and supervisor its progress, documentations and reporting component wise.
- Contribute in building trusts and restoration of hospital and community activities in full swing, cohesions among staff, devotions and inspirational activities.
- Manages the communication of and compliance with local laws, cultural norms, donor requirements, and LHCB policies.
- Regular monitor and review personnel and administrative procedures and assist project staff, where appropriate.
- Performs other projects or duties that may be assigned from time to time.

Employment Status

- Full-time residential job.

Educational Requirements

- Bachelor of Business Administration (BBA) in Management. Advanced degree preferred.

Experience Requirements

- At least 3 year(s)
- The applicants should have experience in the following area(s):
- Hospital management
- The applicants should have experience in the following business area(s):
- NGO

Additional Requirements

- Only female is encouraged to apply.

Job Location

- Patuakhali (Dumki)

Salary

- Negotiable.
- Attractive packages will be offered for experience candidates.

Read Before Apply

Read carefully before apply. Send your current CV (maximum 4 pages), 1 recent passport size photo, a cover letter (1 page) explaining your suitability and relevant skills for this position to: lhcbproject@gmail.com or hrsupervisorlhcb@gmail.com. Mention position applied for in the subject of email. Only short-listed candidates will be called for interview. LHCB reserves the right to accept or reject any application without assigning any reason whatsoever.

Apply Procedure

- Send your CV to **lhcbproject@gmail.com or hrsupervisorlhcb@gmail.com**
- Application Deadline: **24 May 2025**