

WE ARE HIRING

**JUNIOR OFFICER****>> IT Department**

JOB DESCRIPTION

- ✓ Manage company website, web contents & social media platforms.
- ✓ Create graphics, flyers, banners & digital contents.
- ✓ Plan & publish regular social media contents on Facebook, LinkedIn etc.
- ✓ Provide IT support & maintain computers, printers, networks, internet & mail systems.
- ✓ Coordinate with vendors & handle IT, website & digital media-related activities.

**career@slflbd.com**

REQUIREMENTS

- > Bachelor's degree in CSE, IT, ICT, Computer Science or a related field.
- > 0-2 years of relevant experience; freshers with practical skills may apply.
- > Proficiency in graphic design tools such as Photoshop, Illustrator & Canva.
- > Basic knowledge of website management, CMS & social media platforms.
- > Good IT, networking, communication, creativity & problem-solving skills.

