


SQUARE INFORMATIX LIMITED

JOB DESCRIPTION			
ID Number	00000274	Department	Software
Functional Title	Programmer	Section	N/A
Location	CHQ	Date	01.04.2018
<u>Relationships</u>			
Reporting to	Manager, Software		
Immediate Junior Colleague	N/A		
Delegate Duties in Absence	Programmer		
Other Internal Contact	System Operation, Hardware Section		
External Contact	Clients		
<u>Summary Statement</u>			
Development and implementation of software and maintenance support.			
<u>Major Duties and Responsibilities</u>			
<ul style="list-style-type: none"> Convert software specification requirements into appropriate programming languages. Find and repair software error, unit testing and debugging. Documentation and preparing user manual. Implementation of software at client end and provide training to them. Provide Maintenance Support for existing software to ensure smooth operation. Reporting to the Project supervisor time to time. All other activities assigned by supervisor or Department Head. 			
<u>Work Environment</u>			
Work Hours	Weekly 45 hours		
Travel	Frequently	Work Condition: Indoor	
<u>Empowerment</u>			
Financial Authority: N/A		Personnel Decision Making Authority: N/A	
Name of Incumbent: Md. Arif Hossain		Name of Supervisor: Niranjan Kumer Bhowmik	
Signature of Incumbent: 		Signature: 