

# ACI Limited

## Staff Engagement Proposal

Department : Sales -- Branded Commodities

Location : Head Office

Job Title : Sr. / Sales Administration Officer

Job Grade/ Salary Range : 15,000 BDT

	Number Required	Present Strength	Sanctioned Strength	Total After Approval
Approval required	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>
Type of Employment: (Please Tick)	<input type="checkbox"/> Permanent	<input checked="" type="checkbox"/> Contractual		<input type="checkbox"/> Casual

Expected Joining Date: March 2015.

### Justification for additional manpower:

To assist in preparing sales report, arrange and monitor sales related meeting and to coordinate all sales related issues, we require one sales admin officer.

### Preferred method of recruitment:

- ☒ Bdjobs.com Job Portal / News Paper
- ☐ Notice Board Circular
- ☐ Already Located (CV Enclosed)

- ☒ HR Department CV Bank
- ☒ Third Party/Own Source
- ☐ From Existing Employees

2.2.15  
Signature of General Sales  
Manager

Date: 3/3/15

General Manager, HR  
Date:

[Signature]  
Executive Director, OB  
Date:

[Signature]  
Managing Director, ACI Limited  
Date: