

## Teesta University

### Receptionist (Female)

Application Deadline : 20 Jan 2026

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#### Summary

Vacancy: --

Age: **At most 30 years**

Location: **Rangpur (Rangpur Sadar)**

Salary: **Negotiable**

Published: **10 Jan 2026**

Applicants are encouraged to submit **Video CV**.

#### Requirements

##### Education

- Bachelor/Honors
- Masters
- The candidate must have Bachelor or Master's degree from a recognized university.

##### Additional Requirements

- Age At most 30 years
- Only Female.
- Below 30 years.
- Pleasant personality with polite behavior.
- Strong communication and telephone manners.
- Ability to work under pressure with patience.
- Skills & Expertise
- Front desk management
- Customer service
- Communication & interpersonal skills
- MS Word, Excel, Email & Internet
- Record keeping & documentation
- Time management and teamwork

#### Responsibilities & Context

**Teesta University, Rangpur is looking for a Receptionist to manage the front desk and assist administrative activities.**

**The job responsibilities are as follows:**

- Receive visitors, students, parents and guests and guide them properly
- Handle incoming calls, maintain call logs and transfer calls to relevant offices
- Maintain visitor register, appointment schedules and front desk records
- Provide information about university programs, offices and services
- Support admission and academic sections when required
- Receive letters, parcels and distribute to concerned departments
- Maintain cleanliness and professional outlook of reception area
- Perform any other duties assigned by University Authority

#### Skills & Expertise

Receptionist

Suggested by **bdjobs**

Receptionist/ Front Desk

#### Compensation & Other Benefits

- As per Teesta University Policies.

#### Workplace

Work at office

#### Employment Status

Full Time

### Gender

Only Female

### Job Location

Rangpur (Rangpur Sadar)

### Company Information

Teesta University

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#### Address:

Modern More, R K Road, Rangpur

#### Website:

<https://teestauniversity.ac.bd>

#### Business:

Teesta university (the first private university in Rangpur district) has been approved by Ministry of Education, People`s Republic of Bangladesh and the University Grants Commission on April 11, 2023. The University aims at advancing knowledge transfer, innovating new knowledge, building skilled manpower and eliminating regional educational disparities. As a new university, we have the opportunity to create a culture of excellence, innovation, and diversity that will distinguish us among the leading institutions of higher education in Bangladesh and beyond. We are committed to providing our students with a world-class education that prepares them for the challenges and opportunities of the 21st century.

### Report this Job / Company (রিপোর্ট)

রিপোর্ট

এই চাকরির জন্য বিজ্ঞাপনদাতা ব্যক্তি/প্রতিষ্ঠান আপনার কাছ থেকে কোন অর্থ চাইলে কিংবা নিয়োগ প্রক্রিয়া চলাকালীন কোন প্রকার হয়রানিমূলক (শারীরিক/মানসিক) আচরণ করলে অতিসত্ত্বর আমাদেরকে জানান অথবা জবটি রিপোর্ট করুন। চাকরি পাওয়ার জন্য কোন ব্যক্তি/প্রতিষ্ঠানকে অর্থ প্রদান করবেন না। চাকরিকালীন কোন প্রকার হয়রানির (শারীরিক/মানসিক) সম্ভাবনা থাকলে সেখানে জয়েন করবেন না। কোন প্রকার অর্থ লেনদেন বা নিয়োগদাতা কর্তৃক হয়রানির দায়িত্ব বিডিজবস বহন করবে না।

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