

## **Position: Head of General Services Division (GSD)**

**Organization:** The Premier Bank PLC

**Job Grade:** Senior Vice President (SVP) to Senior Executive Vice President (SEVP)

**Location:** Bangladesh

**Age Limit:** Up to 56 years

**Experience:** 12–15 years

### **About The Role**

The Premier Bank PLC. is seeking a dynamic, experienced, and forward-thinking professional to lead its **General Services Division (GSD)**. This role is responsible for overseeing all administrative, logistics, procurement, and facility management functions to ensure smooth, efficient, cost-effective, and compliant operations across the Bank. The Head of GSD will play a vital role in supporting core banking operations by ensuring strong infrastructure, optimized resource utilization, and robust administrative governance.

### **Key Responsibilities**

#### **Administrative & Operational Management**

- Plan, organize, and supervise all general services functions, including office administration, logistics, and facility management.
- Ensure smooth day-to-day administrative support for Head Office, Branches, and Sub-Branches.

#### **Procurement & Vendor Management**

- Lead procurement activities in compliance with Bangladesh Bank guidelines, internal policies, and best practices.
- Manage vendor selection, contract negotiation, renewal, and performance evaluation.
- Ensure cost optimization without compromising service quality.

#### **Asset & Inventory Management**

- Oversee asset acquisition, tagging, maintenance, transfer, and disposal.
- Maintain accurate inventory records and ensure proper utilization of Bank assets.

#### **Facilities & Infrastructure Oversight**

- Oversee maintenance of Bank premises, utilities, office equipment, vehicles, and security services.

#### **Compliance & Risk Management**

- Ensure compliance with audit and regulatory requirements related to assets.
- Ensure compliance with Bangladesh Bank circulars, internal audit requirements, and regulatory standards.
- Identify operational risks and implement control measures.
- Support audit inspections and regulatory examinations.

#### **Policy & Process Development**

- Develop, review, and update GSD policies, SOPs, and operational guidelines.

#### **Financial Oversight & Reporting**

- Prepare MIS reports, budgets, and cost analyses for management and Board review.

#### **Team Leadership & Coordination**

- Lead, guide, and develop GSD team members.
- Coordinate with all Divisions, Branches, and external stakeholders.