

We're hiring!

Edison Logistics Limited is looking for a Trainee – CRM to join our team.

If you're a motivated graduate with strong communication skills and a passion for customer relationship management, we'd love to hear from you.

Position: Trainee – CRM

📍 Location: Head Office, Dhaka

📧 Apply now: hrdesk.ell@edison-bd.com

Know someone who would be a great fit? Feel free to share this opportunity with your network.

WE ARE HIRING!

TRAINEE – CRM

Join Edison Logistics Limited and gain real-world experience in Customer Relationship Management while building your career in the logistics industry.



KEY RESPONSIBILITIES

- Track Achievement of Shipment vs Query Received.
- Follow up on recovery of receivables to minimize overdue and improve the company's cash flow.
- Ensure the accurate and timely preparation of qualified invoices on a weekly basis.
- Sending introductions to different agents.
- Maintain CRM records, customer database and related documentation.
- Provide administrative and operational support to the CRM team as assigned.

REQUIREMENTS

- Bachelor's degree (completed or currently enrolled in the final year) in Business Administration, Marketing, Management or a related discipline.
- Good communication and interpersonal skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Strong organizational skills and attention to detail.
- Eagerness to learn and work in a fast-paced corporate environment.



JOB LOCATION
Head Office, Dhaka



COMPENSATION
Monthly Trainee Allowance



INTERESTED CANDIDATES ARE REQUESTED TO
SEND THEIR CV TO: hrdesk.ell@edison-bd.com

Join us and build
your career with Edison!