

Aprosoft Consulting and Training Corp. Ltd.

Position: Junior Business Systems Analyst / Business Writer

Vacancy: 1

Aprosoft is experiencing growth with exciting new projects using advanced cloud and AI technologies. If you want to make a strong contribution to a high performance team, and you have strong focus and talent in delivering impactful and high caliber software solutions for overseas and local customers, then apply with confidence and let us know why you will be the best person to join the Aprosoft team. This role is ideal for an early-career professional who is a confident writer, eager to learn business analysis and project coordination fundamentals, and wants to grow into a Business Systems Analyst and Project Management career track.

Job Responsibilities

- Assist in drafting, formatting, and finalizing tender/bid documents, proposals, and Statements of Work (SOW), ensuring clarity, consistency, and compliance with client/RFP requirements.
- Support the Business Analyst/Project Manager in gathering and documenting business and functional requirements from stakeholders and meetings.
- Write and maintain Software Requirements Specifications (SRS), user stories, user manuals, process documents, and other analysis artifacts.
- Research tender/RFP notices, compile eligibility and compliance checklists, and help assemble supporting documentation and annexes.
- Proofread, edit, and format documents (proposals, reports, presentations) to ensure a professional, consistent, and error-free standard.
- Assist the Project Manager with maintaining project plans, trackers, status reports, meeting minutes, and action item logs.
- Attend Scrum/project meetings, take notes, and help track sprint or task progress.
- Coordinate and follow up with internal teams and clients to collect information needed for documentation and deliverables.
- Maintain document version control and change logs.
- Support basic testing activities (test case documentation, defect logging) as needed.
- Undertake other administrative and coordination tasks assigned by the Business Analyst/Project Manager.
- Working hours: 1:00 pm to 10:00 pm - Monday to Friday.

Employment Status

- Full-time

Educational Requirements

- B.Sc/BBA in CSE, MIS, English, Business, or a related discipline. English Medium background will get preference.

Skills and Experience Requirements

- 1-2 years of professional experience in business writing, documentation, business analysis, or project coordination (internship experience may be considered).
- Excellent written and verbal communication skills in English; strong grammar, editing, and proofreading ability.
- Willing and eager to learn; proactive, detail-oriented, and able to take ownership of assigned tasks.
- Basic understanding of, or strong interest in, business analysis concepts, SDLC, and tender/proposal writing.
- Good working knowledge of MS Word, Excel, PowerPoint and Jira or any other PM tools will be a bonus skill
- Ability to manage multiple deadlines and work under pressure, especially around tender submission timelines.
- Strong organizational skills and attention to detail.
- A collaborative team player who can also work independently with minimal supervision.

Job Location

- Dhaka

Compensation & other benefits

- Company sponsored evening drop off transportation service to selected locations within Dhaka
- Food: Lunch and evening snack will be provided while working at the office
- 2 Festival Bonus (After successful completion of probationary period)
- Additional Performance Bonus may be awarded to outstanding team members by management decision at any point of time (After successful completion of probationary period)
- Full access to subscription based professional online technology training
- We provide a working environment which is friendly, open minded, professional, value oriented
- At Aprosoft, grow your knowledge and expertise in the latest technologies and software industry best practices
- Aprosoft offers its team members a dynamic environment and platform to grow your career at a high pace. This career path eventually leads to the business analysis and project management track.

Salary Range

40,000 to 60,000 taka monthly (depending on skills)

Please send your resume at careers@aprosoft.com, if you are eligible.