

# WE ARE HIRING!

## Assistant Manager / Deputy Manager, HR & Admin

Join us to support factory operations and ensure seamless people, compliance, and administrative functions at plant level.

### ROLE FOCUS



#### WORKFORCE & EMPLOYEE MANAGEMENT

Support plant leadership on workforce planning, performance management, discipline, and employee relations.



#### END-TO-END HR OPERATIONS

Manage recruitment, onboarding, HRIS, C&B, PMS, and employee lifecycle seamlessly.



#### FACTORY ADMINISTRATION

Oversee factory administration, including safety, security, and facility management.



#### COMPLIANCE & GOVERNANCE

Ensure full compliance with regulatory, statutory, and certification requirements (ISO, BSTI, FSCD, etc.).



#### LEARNING & IMPROVEMENT

Drive learning & development, KPI tracking, and continuous improvement (Lean, 5S, Kaizen).



#### PROCESS & POLICY EXCELLENCE

Lead process improvements, SOP development, and policy implementation to strengthen plant operations.

### IDEAL PROFILE



Experience in manufacturing / factory HR & administration



Strong in employee relations, compliance, and execution



Practical, disciplined, and operations-driven mindset



#### WORK LOCATION

Factory,  
Narayanganj, Bangladesh



#### APPLICATION / REFERRAL DEADLINE

12<sup>th</sup> May 2026



#### SHARE PROFILE WITH

[hr-cx1@psgbd.com](mailto:hr-cx1@psgbd.com)



All applications will be handled with strict confidentiality.