

WE ARE HIRING!

Join Our Team

MANAGER HR & ADMINISTRATION

📍 Factory: Gazipur



VACANCY
01



EXPERIENCE
8 to 12 Years



AGE
32 to 42 Years



SALARY
Negotiable



GENDER
Only Male



EMPLOYMENT STATUS
Full Time



EDUCATION

- MBA in Human Resource Management
- BBA in Human Resource Management
- MBA/BBA in HRM, Management, or relevant discipline from any reputed public university
- PGD on HRM will get preference.



EXPERIENCE

- 8 to 12 years of professional experience
- Experience in the following industries will be preferred:
 - Group of Companies
 - Manufacturing (FMCG)
 - Mobile Industry



ADDITIONAL REQUIREMENTS

- Strong knowledge of Bangladesh Labor Law and factory HR operations.
- Excellent leadership, communication, and interpersonal skills.
- Strong administrative and problem-solving capabilities.
- Ability to work under pressure and manage large workforce effectively.
- Proficient in MS Office applications and HR software.
- Good command in both Bangla and English.



SKILLS & EXPERTISE

Factory Compliance

Factory HR Administration

Labour Rules

HRIS / HR Database Management

Human Resource Management

Payroll Management



KEY RESPONSIBILITIES

- Lead and supervise overall HR & Administration functions of the factory.
- Ensure proper implementation of HR policies, labor law, disciplinary procedures, and compliance issues.
- Handle recruitment, onboarding, attendance, leave management, performance evaluation, and employee engagement activities.
- Maintain factory administration including security, transport, housekeeping, canteen, and other support services.
- Ensure proper manpower planning and workforce management.
- Maintain liaison with government authorities, local administration, and compliance-related agencies.
- Handle employee grievances, disciplinary actions, and conflict resolution effectively.
- Ensure proper documentation and maintenance of employee records and factory licenses.
- Monitor payroll-related activities including overtime, attendance, and employee benefits.
- Prepare HR reports, MIS, and management updates regularly.
- Conduct training, orientation, and awareness programs for employees.
- Any other tasks assigned by management.



APPLY NOW

Send your CV to:
mahmood.hr@etcl-bd.com

Application Deadline: **July 17, 2026**