



PADMA
Group of Converters

WE ARE HIRING

JOIN OUR TEAM

Job Title:

• Officer-HR

We are seeking a proactive and detail-oriented Corporate HR Officer to support corporate HR operations, including attendance and performance management, HR administration, employee lifecycle activities, and HR data management. The role also involves ensuring compliance with company policies and contributing to efficient HR operations in a dynamic corporate environment.

Location:

Dilu Road, Dhaka.

Job Responsibilities:

1. Monitor attendance and prepare monthly attendance reports for payroll.
2. Coordinate KPI, MPE, and annual performance evaluation processes.
3. Maintain employee records, confirmations, transfers, and promotions.
4. Ensure accurate HR data, IT entries, and cost center management.
5. Monitor employee performance, turnover, and workforce reports.
6. Conduct site monitoring to ensure HR policy and organogram compliance.
7. Support employee engagement activities, HR meetings, and corporate HR operations.

Requirements:

- MBA (HRM) or Master's degree in Human Resource Management, Business Administration, or a related discipline.
- Minimum 1–2 years of experience in a relevant field. Fresh graduates are also encouraged to apply.

Additional Requirements:

1. Proficient in Microsoft Excel and other MS Office applications.
2. Strong analytical, communication, and interpersonal skills.
3. Ability to work under pressure, manage multiple tasks, and maintain confidentiality.

Salary & Benefits:

- Competitive salary and benefits package.
- Annual increment
- Two Festival bonuses
- Performance bonus
- Morning & evening snacks plus lunch provided by the company.

[Apply to](#)

Send your CV to: recruit_emp21@gmail.com by 19 July 2026.

Please mention your position in the subject line like this

Subject: **Officer, HR**

