



**SEVEN RINGS  
CEMENT**

# JOIN OUR TEAM

## Recruitment and Employee Branding Specialist

### KEY RESPONSIBILITIES:

#### A. Recruitment & Onboarding

- Manage end-to-end recruitment activities through the approved manpower requisition system.
- Coordinate written tests, interviews, and selection processes with respective departments.
- Maintain recruitment databases and candidate records properly.

#### B. Employee Engagement

- Develop, implement, and monitor employee engagement initiatives, wellness programs, and recognition schemes.

#### C. Employer Branding

- Manage the company's presence on various Job fair and professional networking platforms.
- Promote employer branding initiatives to attract quality talent.

#### D. Disciplinary Management & Compliance

- Prepare disciplinary notices, warning letters, charge sheets, and other related documents in compliance with Bangladesh Labor Law and company policies.
- Coordinate with management regarding disciplinary actions and grievance handling.

#### E. Additional Requirements

- Strong communication and interpersonal skills.
- Good knowledge of Bangladesh Labor Law and HR best practices.
- Experience working with HRIS/ERP systems (preferably Oracle).
- Strong organizational skills and ability to meet deadlines.

### WHAT WE'RE LOOKING FOR:

- MBA/Masters in Human Resource Management (HRM) from a reputed university.
- 7-8 years of experience in HR operations, recruitment, and employee lifecycle management.
- Experience in manufacturing, FMCG or corporate environments will be an advantage.

### JOB LOCATION:

- Kaligonj, Gazipur

### SEND YOUR RESUME TO:

[hr@sevenringscement.com](mailto:hr@sevenringscement.com)

### APPLICATION DEADLINE:

**May 23, 2026**

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