

Bikroy Marketplace Ltd. is seeking a promising candidate for HR & Admin Department. In this position, you will be involved in all aspects as follows in the Job responsibilities.

Position: Specialist/Sr. Specialist

Job grade: Sr. Executive/Asst. Manager

Department: HR & Admin

Vacancy: 1

Location: Mohakhali, Dhaka

Salary: BDT 35k - 50K

Other Benefits: As per Company Policy

Job purpose: Supporting smooth HR operations by assisting in recruitment, administration, payroll, compensation, and benefits management. The role ensures efficient day-to-day HR processes, maintains databases and reports, and fosters collaboration with recruitment partners. With adaptability to handle additional tasks, the Senior Executive contributes to the overall success of HR & Admin functions.

Key responsibilities and duties:

- Manage end-to-end recruitment, build agency partnerships, and ensure smooth onboarding.
- Maintain CV bank for proper talent acquisition.
- Drive employee experience, engagement, training, and development to improve retention and performance.
- Oversee office admin activities such as safety, security, vendor relations, facilities, and asset management.
- Take on additional responsibilities as assigned to support HR, Administration, and Supply Chain functions.
- Perform any other relevant duties assigned by the company.

Requirements:

- BBA/MBA in HRM/Business Degree
- PGD in HRM will be an added advantage
- 3-6 Years of proven HR & Admin Experience
- Experience in Tech, Telecommunication, E-Commerce/E-Marketplace will be a plus

*Male candidates with relevant experience are highly encouraged to apply.

To apply, please send your application to: career@bikroy.com



WE'RE HIRING

Sr. Executive/Asst. Manager
HR & Admin



BIKROY MARKETPLACE LTD

