



Chillox is Hiring: HR Senior Executive

Key Responsibilities:

- Conduct recruitment for approximately 400+ blue-collar outlet staff per month
- Manage and process payroll
- Oversee HR welfare activities
- Maintain office management and administrative tasks
- Monitor warehouse staff operations
- Conduct regular outlet visits and monitor staff performance
- Handle HR compliance issues in outlets
- Manage employee separation (exit) processes
- Implement HR policies and ensure adherence to code of conduct

Requirements

Must be a graduate from a reputed university (Major in HRM)

PGD / MBA in HRM will be given preference (not mandatory)

Experience:

- Executive: Minimum 2 to 3 years of experience
- Attractive salary (Based on experience)
- Additional Benefits: TA/DA Allowance

Joining: Urgent

Preference: From retail industry/similar field are encouraged to apply!

Location: Mohakhali Head Office

Office Time: 11:00 AM – 7:30 PM

Interested candidates are requested to send their CV and clearly mention the applied position (Senior Executive) in the subject line to- **chillox.career@gmail.com**