

Career in

ARISTOPHARMA



Aristopharma is a leading pharmaceutical company in Bangladesh, operating nationwide and exporting to around 30 countries worldwide. We believe that our people are the core driving force behind our success, and we are committed to providing a professional and supportive work environment that fosters growth and career development.

To meet the demands of our ongoing expansion, we are looking for some experienced, enthusiastic & professional individuals to join our **Human Resources** for the following positions:

POSITION

- **Senior Executive / Executive, Human Resources.**

KEY RESPONSIBILITIES

- Execute end-to-end recruitment and selection, onboarding, confirmation, promotion, transfer, and separation procedures.
- Assist in ensuring fairness, diversity & compliance in the recruitment and selection process.
- Partner with line managers of salesforce to support workforce planning, develop hiring pipelines for sales territories across assigned regions.
- Maintain accurate and up-to-date employee records, recruitment data, and HR transactions in the SAP HCM system in accordance with departmental guidelines.
- Support the review and implementation of HR Policies/SOPs relevant to field sales operations, ensuring consistent application across the sales workforce.
- Collaborate with cross-functional stakeholders across operational departments to support smooth HR operations within the organization.
- Engage in HR analytics, projects and prepare different reports based on Management requirements to ensure HR service delivery within the organization.

ELIGIBILITY

- 3-7 years of working experience in any reputed pharmaceutical/large manufacturing organization will be desired.
- BBA / MBA in HRM/Management from a reputed public or private university.
- Excellent communication, presentation, language skills (verbal/written) both in English and Bangla are mandatory.
- Well versed in MS Office package.

ADDITIONAL REQUIREMENTS

- Multi-tasking, able to work under pressure and results-driven.
- Team player and responsive to accomplish task within given deadline.
- Excellent active listening, negotiation and presentation skills.
- Knowledge of SAP, HRIS, data analysis, HR analytics and reporting.

EMPLOYMENT STATUS

- Full time.

JOB LOCATION

- Corporate Office, Dhaka.

IN ADDITION TO COMPETITIVE SALARY & FINANCIAL BENEFITS, WE ALSO OFFER

- A structured framework for talent development and career growth.
- Continuous learning and professional advancement opportunity.
- An excellent work environment that empowers individuals to apply their Skills, Knowledge & Innovation.

If you think you are the right person we are looking for, Apply through "<https://forms.gle/T1eyeKjiyfkYhYoq7>" or Scan:



Application Deadline: 25th May 2026 (Monday)



ARISTOPHARMA LTD.