

WE ARE
HIRING!

Position

Dy. Manager/Manager – Employee Relations & Admin

Department

Human Resources

Job Location

Ashulia, Savar (Factory)

Key Responsibilities

- Responsible for the overall HR, Admin, Safety and Security operation of the entire factory
- Manage end-to-end recruitment of workers and non-management staff
- Process all payroll disbursements such as but not limited to Salary, OT, Bonus, Allowance, Loan, Medical Bill, TA and DA
- Manage safety and compliance at the manufacturing floor and administer hygiene as per standard
- Address employee grievances and work on disciplinary action to ensure good governance
- Coordinate all kind of facilities management such as housekeeping, guest entertainment, utilities, cleanliness, canteen, first aid, security, emergency medical support and so on
- Oversee the renewal, maintenance and updates of all licenses and ensure availability of required register as per labor law
- Maintain an effective relationship with regulatory authorities and coordinate with key government officials to ensure that the factory operates within labor compliance in a legal and ethical manner while meeting its business goals

Education

BBA/MBA in HRM from reputed university; PGDHRM/Law Degree is preferred

Experience

8 – 10 years, preferably in manufacturing plant

Additional Requirement

- Sound knowledge of labor law including recent amendments
- Broad experience in handling legal procedures and liaison with local administration, regulatory bodies and law enforcing agencies

Submission Deadline

Candidates meeting above mentioned criteria are requested to send updated CV with recent photograph within **July 27, 2026** to recruitment@kazifood.com. Position applied for must be mentioned in the subject-line of the email.

The academic certificates will be verified from the concerned Institutions/Boards.

