

# OFMA Camp Limited, KEPZ, Chattogram

## WE'RE HIRING

### Executive / Sr. Executive- HR & Compliance

#### Requirements:

- BBA/MBA in HRM or related discipline
- Minimum 3+ years of experience in HR & Compliance within the RMG sector
- Strong hands-on experience in payroll, attendance, overtime, leave management, final settlement, etc.
- Sound knowledge of EPZ Labor Act 2019 & Labor Rules 2022
- Practical experience in compliance audits such as BSCI, SEDEX, Higg FEM, GRS, RDS, GOTS, OEKO-TEX, HRP etc.
- Experience in audit preparation, documentation, CAP follow-up, and coordination with auditors and buyers
- Good understanding of workplace safety standards including fire safety, and chemical safety compliance
- Familiar with HRIS, ATL, Skylark payroll systems.
- Strong command of MS Excel (formulas, reporting), Word, email, and Bangla typing (Bijoy)
- Ability to work independently, maintain accuracy and confidentiality, and meet deadlines
- Good communication skills in Bangla and English

#### Compensation & Other Benefits:

- Lunch Facilities: Subsidize
- Salary Review: Yearly
- Festival Bonus: 2
- Transport Facility
- Provident Fund
- Earned Leave

#### Salary:

- Negotiable

Interested candidates are advised to send their CV to [info@ofmacamp.com](mailto:info@ofmacamp.com) on or before 30<sup>th</sup> May 2026

