

We Are Hiring Executive – HR, Admin & Compliance at Ispahani Foods Limited (IFL)

Major Job Responsibilities:

- * Manage facility services including maintenance, utilities, and asset management.
- * Oversee day-to-day administrative operations within the factory/plant premises.
- * Monitor guest hospitality management and supervise the canteen team & employee accommodations
- * Support onboarding, training sessions, and health/wellness initiatives for plant employees
- * Maintain updated records/registers of company's fixed assets
- * Assist in worker recruitment
- * Coordinate meetings, training programs, and plant-wide events including employee engagement initiatives
- * Coordinate procurement of administrative supplies and oversee stationery inventory within budget guidelines
- * Assist in renewing and updating all licenses from government agencies
- * Support annual asset audit and reconciliation activities

Requirements & Qualifications:

- * Education: Master's Degree in any discipline
- * Experience: 3-4 years of relevant experience

Skills & Competencies

- * Strong knowledge of administrative and facility management
- * Skilled in HR documentation and compliance processes
- * Hands-on with vendor coordination and procurement
- * Experienced in recruitment support and onboarding
- * Dependable in record-keeping and audit support

 Job Location: Konabari, Gazipur

 Deadline: Thursday, 30th July 2026

Do you believe to be the right fit?

Send Your Application through the following link:

<https://lnkd.in/gfjHnjgi>

We embrace diversity in all forms and are committed to equal opportunity employment, respecting all individuals.



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Be a part of a 205-year history of excellence.

We Are Hiring

Executive - HR, Admin & Compliance

Essential Qualifications

- 3-4 years of relevant experience
- Master's Degree in any discipline
- Strong relevant background in relevant industry

Skills & Competencies

- Strong knowledge of admin & facility management
- Skilled in HR rules, labour law, and compliance
- Hands-on with vendor & procurement coordination
- Experienced in recruitment support & onboarding
- Dependable in record-keeping & audit support

 Job Location: Konabari, Gazipur

 Deadline: Thursday, 30th July, 2026

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