

WE ARE HIRING !



Premier 1888 Ltd.

Plot NO: 41-47 & 84, Sector No:07
Chittagong Export Processing Zone
(CEPZ), Chittagong-4223.

Position Details

Position: Assistant Officer (HR)
Vacancy: 01 (Full-Time)
Salary: Negotiable

Educational Qualification

- " Minimum Bachelor's degree in a relevant discipline
- " Professional certification such as PGDHRM will be considered an added advantage

Experience

- " Minimum 2 years of experience in HR-related functions

Required Skills

- " Proficiency in MS Word, Excel, and PowerPoint
- " Good communication and email correspondence skills

Key Responsibilities

- " Collect workers for recruitment as per company policy and procedures
- " Maintain personal files of probationary workers, including file setup, ID cards, punch cards, appointment letters, etc.
- " Prepare authorization lists for restricted areas and ensure left workers' details are updated at the gate
- " Follow up training schedules and maintain training records properly
- " Oversee housekeeping issues within factory premises
- " Collect employee documents for bank account opening and coordinate with Accounts for salary payments
- " Check final wage sheets
- " Maintain salary sheets and personal files of canteen workers
- " Update emergency response teams, including Fire Fighters, First Aiders, and Rescuers lists
- " Process web leave in HR software (Kormee)

APPLY NOW

Interested candidates are requested to send their updated CV to:
Email: shahed@premier1888.com
Mobile: 01720934970

