

Position: Executive / Senior Executive – HR

📍 Location: Corporate Office, Dhaka

🕒 Employment Type: Full-Time

💰 Salary: Competitive (Based on Experience)

⌚ Deadline: Urgent

Key Responsibilities

Manage end-to-end recruitment process (job posting, screening, interviews, onboarding)

Maintain employee records and HR databases

Assist in developing and implementing HR policies and procedures

Handle employee relations, queries, and conflict resolution

Coordinate training and development initiatives

Support performance management processes

Ensure compliance with labor laws and company policies

Ensure adherence to labor regulations, manage attendance, and prepare payroll in time.

Requirements

🎓 Education: BBA/MBA in HRM, PGDHRM is an added advantage (✅)

👛 Experience: Minimum 3 years in HR (manufacturing or engineering industries)

🌿 Skills:

Strong communication skills

HR administration & office management

Payroll management

Knowledge of labor laws

Benefits

Yearly salary review

Two festival bonuses

Provident fund & gratuity

Travel allowance

Group life insurance (including IPD & OPD)

Mobile bill coverage

Weekend: 2 days off (Friday & Saturday)

📧 How to Apply

Interested candidates are encouraged

to send their CV to career@celestial-tech.net.

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HIRING**
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Open Position
Executive / Senior Executive – HR

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