

We Are

# Hiring

## Intern (HR & Admin)

Textile Division Anwar Group of Industries



### Requirements

- Completed BBA from any reputed university with a major in HRM or a related field
- Basic understanding of core HR functions, including recruitment, payroll, attendance, and employee records
- Participation in extracurricular activities; prior internship experience or academic projects will be considered an added advantage
- Ability to maintain confidentiality and handle sensitive information with integrity and professionalism
- Strong willingness to learn and contribute effectively within a team
- Proficiency in MS Word, Excel, and PowerPoint
- Strong communication and interpersonal skills
- Good organizational skills with keen attention to detail

### Responsibilities

- Assist in day-to-day HR operations and administrative activities.
- Coordinate the recruitment process and candidate follow-ups.
- Ensure timely logistic support for new and existing employees.
- Maintain a clean, hygienic, and well-organized office environment.
- Oversee floor maintenance and supervise support staff to ensure efficient daily operations.
- Delegate responsibilities to administrative and support staff as necessary.
- Support onboarding and orientation activities for new joiners.
- Handling employee and guest entertainment process.
- Ensure confidentiality of employee information and HR documents.
- Perform any other HR or administrative duties assigned by the supervisor.



### Program Details

- 3 months; possibility of further extension
- Location: Uttara, Dhaka
- Type: Paid (monthly)

### Selection Process:

- Initial screening
- Technical assessment (role-specific)
- Panel interview
- Final selection

Application Deadline: January 20, 2026

[Apply Here](#)

[textile.hr@anwargroup.net](mailto:textile.hr@anwargroup.net)



**\*\*We are an equal-opportunity employer. We value diversity and encourage applications from all qualified candidates regardless of background.**

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