

****Please do not apply if you cannot start on 1st December 2025****

BJIT is Hiring!

Position: Intern – HR

Vacancy: 01

Internship Duration: 4 Months

Office Location: House-5/B, Road- 2/E, Block-J, Baridhara, Dhaka 1212.

Job Context:

We are looking for a proactive and hard-working team member for the HR Team of BJIT Limited, a Global software development and IT services company created as a joint enterprise between Japanese and Bangladeshi entities.

Education:

- BBA in HRM (Major)

Job Responsibilities:

- Maintain candidate database and follow-up communication
- Support onboarding and documentation processes
- Help manage HR files, records, and daily operational tasks
- Coordinate employee engagement activities and internal communications
- Assist in drafting HR reports and maintaining HR systems

Perks & Benefits:

Remuneration: BDT 10,000 (per month)

- Partially Subsidized Lunch Facilities
- 5 working days (Weekends: Sat & Sun)
- Opportunity to Extensively develop your skills

Send your resumes at [career@bjitgroup.com] (mailto:career@bjitgroup.com) or tanveer.hossain@bjitgroup.com

WE ARE HIRING

INTERNSHIP

HR INTERN

We are looking for enthusiastic candidates who are able to work with a team & have strong HR Skills

APPLY NOW



career@bjitgroup.com

HUMAN RESOURCES



For more information - <https://bjitgroup.com/>