

#Akij Resource is hiring

#Officer/Sr. Officer – Administration

#Job Location : Dhaka

to enhance the workplace experience and support day-to-day operations at Akij Resource. If you are passionate about creating a positive work environment, this is your chance to join us.

Key Responsibilities:

- Ensure workplace readiness & comfort
- Manage employee welfare services
- Coordinate onboarding experience
- Support daily admin operations
- Resolve employee concerns with empathy & speed

Qualifications & Experience:

- Bachelor's degree (HRM / Management / Business / Social Science)
- 0-4 years relevant experience
- Strong service mindset, communication & coordination skills

Location: Dhaka

Employment Type: Full-time

Deadline: 20th November 2025

#Apply Here: <https://forms.gle/JeefbDnQpbrSpBg7A>

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| Application Deadline
20th November 2025

Scan To Apply

