

Interactive Cares is Hiring !!!

Job Title: Jr. Executive – HR & Job Placement

Employment Type: Full-Time

Experience: 6 months – 1 year

Salary Range: BDT 18,000 – 25,000

Location: Adabor, Mohammadpur

About Interactive Cares

Interactive Cares is a fast-growing EdTech and career development platform dedicated to empowering youth through practical skill-building, training, and job placement opportunities. We aim to bridge the gap between education and employability through structured programs, strong corporate partnerships, and a results-driven team culture. At Interactive Cares, we encourage ownership, continuous learning, and professional growth.

Job Overview

The **Jr. Executive – HR & Job Placement** will support and execute core HR operations and job placement activities, working closely with the HR and Career Development teams. This role involves hands-on responsibility in recruitment, onboarding, talent pool management, corporate communication support, and student placement coordination. The position is ideal for candidates seeking structured growth in Human Resources and Career Services.

Key Responsibilities

1. Recruitment & Selection

- Manage job postings, resume screening, and candidate shortlisting.
- Coordinate interview schedules and maintain communication with candidates.
- Conduct initial screening calls and assist with assessment or task-based rounds.
- Support hiring managers throughout the recruitment cycle.

2. Onboarding & HR Documentation

- Coordinate onboarding processes for new employees and interns.
- Collect, verify, and maintain employee records and HR documentation.
- Assist in preparing and issuing appointment letters, NDAs, and other HR documents.
- Support induction and orientation sessions.

3. Talent Pool & Job Placement Operations

- Maintain and regularly update the talent pool and candidate databases.
- Coordinate job placement activities for students and candidates.
- Support interview preparation, job support sessions, and placement follow-ups.

- Assist in managing employer communication related to hiring and placements.

4. HR Operations & Administration

- Maintain HR records, trackers, and periodic reports.
- Assist in leave tracking, employee queries, and routine HR coordination.
- Support HR initiatives, internal events, and career development programs.
- Ensure confidentiality and compliance with internal HR policies.

Required Skills & Qualifications:

- Bachelor's Degree in HRM, Business Administration, Economics, or a relevant field.
- 6 months–1 year of experience in HR, recruitment, or career support (internship experience acceptable).
- Strong verbal and written communication skills.
- High level of professionalism, integrity, and confidentiality.
- Strong organizational skills with attention to detail.
- Proficiency in Google Workspace and MS Office.
- Ability to multitask, take initiative, and work effectively in a fast-paced environment.

Benefits

- Competitive salary
- KPI Bonus
- Fun and dynamic work environment
- Partially Subsidized lunch facilities.
- Get free access to masterclasses & training sessions of Interactive Cares. For paid courses, they can get any course amounting to 20,000 BDT.
- The prospect of fast promotions, contingent upon demonstrated performance excellence.
- Opportunities for integrated corporate network development.
- Opportunities to develop relevant skills using integrated training offerings.
- Career Direction and Growth.
- In-depth familiarity with relevant facility management through hands-on experience.
- 2 Annual Tours