



► Job Opportunity | **Management Trainee Officer (HR)**

AKH Knitting & Dyeing Ltd., a 100% knit composite factory and a sister concern of AKH Group, is hiring motivated candidates for the MTO – HR position.

● Job Location: **Savar, Dhaka**

● Employment Type: Full-Time

● Application Deadline: **05 March 2026**

● Published On: 03 February 2026

◆ Position Details

- Vacancy: Not specified
- Age: 22–27 years
- Salary: Negotiable
- Experience: Fresh graduates or up to 1 year

🎓 Educational Requirements

- BBA in Human Resource Management
- OR Bachelor's degree in HR, Business Administration, Management, or related discipline

✓ Additional Requirements

- Basic knowledge of HR principles and labor laws
- Proficiency in MS Word, Excel & PowerPoint
- Strong communication and interpersonal skills
- Good organizational and time management ability
- Attention to detail with confidentiality
- Willingness to learn, adaptable, and team-oriented

✖ Job Context

The Management Trainee Officer – HR is an entry-level role aimed at developing future HR professionals. The selected candidates will receive hands-on training across core HR functions and work closely with senior HR personnel.

📌 Key Responsibilities

- Assist in recruitment & selection (job posting to onboarding)
- Support employee onboarding and induction programs
- Maintain HR records, databases, and personnel files
- Assist in payroll coordination, attendance & leave management

- Support performance appraisal and employee engagement activities
- Organize training & development programs
- Ensure compliance with labor laws and HR policies
- Handle employee queries and daily HR operations
- Prepare HR reports, presentations, and documentation
- Participate in HR projects and organizational development initiatives

 Workplace : Office-based

 Apply Here: <https://lnkd.in/gxmuWAg7>