

## Management Trainee Officer - HR (PRAN-RFL Group)

### Position: **Management Trainee Officer - HR**

#### **Job Responsibilities:**

- Work with the factory head to determine staffing needs and manage hiring for factory roles.
- Maintain a positive work environment by addressing employee issues and resolving conflicts.
- Ensure the factory follows all labor laws, health, and safety regulations.
- Calculate wages accurately, including shift differentials, overtime, and holiday pay, in line with labor laws.
- Track overtime hours and ensure they're paid correctly according to labor laws.
- Manage workforce planning, shift scheduling, and rotation to optimize productivity and maintain continuous operations.

#### **Requirements:**

- BBA & MBA in HRM/Management from any reputed university
- Who are appeared in MBA final exam can also apply
- Fluency in English communication and strong interpersonal abilities
- Ability to work collaboratively in a team environment
- Adaptability and willingness to learn
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Have good knowledge on labor law.

#### **Compensation & Other Benefits:**

##### **Salary: 25,000/= (After 6 month probation period salary will be revised)**

- Accommodation facilities (For Factory Location), Subsidiary Lunch facilities
- Mobile bill, Tour allowance, Performance bonus, Provident Fund, Leave Encashment
- Salary Review: Yearly
- Festival Bonus: 2
- Promotion opportunity after 6 months of successful probation period
- Promising career path

#### **Job Location:**

- RFL Industrial Park - **Gazipur**
- Pran Industrial Park - **Narsingdi**
- ATSBL Factory – **Narsingdi**

Application Link: <https://lnkd.in/gTX6UWqX>

## **WHY PRAN-RFL ?**

We believe in growth, accomplishment and passion. We are always on a talent hunt for people who have any of these three beliefs in them.

We test our employees with challenges so that they can explore their inner talent about how far they could go and mark themselves out to be different from the rest of the others.

We don't differentiate rather we welcome everyone who has the willingness to bring in change to the company and help it grow.