

We're Hiring | Management Trainee Officer – HR (Factory)

Are you passionate about Human Resources, factory operations, and building a positive workplace culture? This is your opportunity to start a promising HR career with one of the largest conglomerates in Bangladesh — PRAN-RFL Group.

Position: Management Trainee Officer – HR (Factory)

Job Locations:

- RFL Industrial Park – Gazipur
- PRAN Industrial Park – Narsingdi
- ATSBL Factory – Narsingdi

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

Key Responsibilities:

- Work closely with Factory Head to identify manpower needs and manage recruitment
- Ensure compliance with labor laws, health & safety regulations
- Handle employee relations, grievances, and conflict resolution
- Calculate wages, overtime, shift allowances, and holiday pay accurately
- Manage workforce planning, shift scheduling, and rotation for smooth operations

Requirements:

- BBA & MBA in HRM/Management (MBA final exam appeared candidates may apply)
- Strong communication skills in English
- Good knowledge of Bangladesh Labor Law
- Team player with adaptability and learning mindset
- Proficient in MS Word, Excel & PowerPoint

Compensation & Benefits:

-  Market Standard Salary (revised after 6 months probation)
-  Subsidized lunch & accommodation (at factory locations)
-  Mobile bill, tour allowance & performance bonus
-  Provident Fund, leave encashment
-  2 festival bonuses
-  Yearly salary review & promotion after successful probation

Why PRAN-RFL?

We believe in growth, accomplishment, and passion. We challenge our people so they can discover their true potential and grow beyond limits. At PRAN-RFL, willingness to learn and bring positive change matters more than anything else.

 Interested candidates are encouraged to apply and start their HR journey with us!