

[#Youngone](#) is hiring [#Fresher](#)

[#Position](#): Officer (Admin & HR)

Application Deadline : 21 Dec 2025

Summary

Vacancy:01

Location: Dhaka

Salary: Negotiable

Published: 02 Dec 2025

Education:

Masters

Additional Requirements

Good command over English Language.

Microsoft Excel will be preferred.

Responsibilities & Context

Human Resource Support

Transport & Vehicle Management

Office Administration

CAAB Correspondence

Other responsibilities as assigned by Management

Compensation & Other Benefits

Provident fund

Lunch Facilities: Partially Subsidize

Salary Review: Yearly

Festival Bonus: 2

Other benefits as per company policy.

Workplace

Work at office

Employment Status

Full Time

Job Location:Dhaka