

#Company: Chardike Limited is hiring

#Position: Senior Executive / Assistant Manager (HR & Admin)

Department: HR & Admin

Location: Banglamotor, Dhaka

Benefits:

Salary: Based on experience (Negotiable)

Working Days: 5 days a week (Friday and Saturday off)

Festival Bonus: 2 bonuses per year

Food: Lunch and snacks are fully subsidized

Salary Review: Annually.

Job Summary:

We are looking for a motivated and experienced professional to join our HR & Admin Department as a Senior Executive / Assistant Manager. This role will be responsible for supporting and managing core human resources and administrative functions of the organization. This role involves HR operations, employee coordination, policy implementation, and office administration while ensuring compliance with company policies and labor regulations. The position requires strong interpersonal skills, organizational ability, and a proactive approach to managing people and processes.innovation, and continuous improvement.

Job Responsibilities:

- Manage day-to-day HR operations including attendance, leave, and employee records
- Assist in recruitment, onboarding, and orientation processes
- Support performance management, confirmation, and increment processes
- Maintain HR policies, procedures, and employee files
- Coordinate training, employee engagement, and disciplinary processes
- Ensure compliance with Bangladesh Labor Act and company regulations
- Oversee office administration, logistics, and facility management
- Coordinate with vendors, service providers, and utility services
- Manage office supplies, assets, and administrative documentation
- Support travel arrangements, transport, and general office services
- Ensure proper maintenance of office discipline, safety, and security

Experience Requirement:

- Senior Executive: Minimum 2 (two) years of relevant experience
- Assistant Manager: Minimum 5 (five) years of relevant experience Educational Qualification:
- Bachelor's degree in HRM or any relevant discipline from any reputed university.
- PGDHRM will be considered an added advantage

How to Apply:

- Send your resume to “career@chardike.com” with “Senior Executive / Assistant Manager -HR & Admin” in the subject line.

Application Deadline: **20th February, 2026**

