

★ Join **Betopia Group**. Build Careers. Shape Culture. ★

Position: **Sr. Executive / Assistant Manager – HR**

📍 Location: Dhaka

🏢 Company: Betopia Group

At **Betopia Group**, we believe people are the heart of sustainable growth. We're looking for a passionate and experienced **HR professional** who is ready to make an impact, drive engagement, and grow with a dynamic **Group of Companies**.

Your Impact

- Lead end-to-end recruitment and onboarding with a people-first mindset
- Create meaningful employee engagement initiatives and strengthen company culture
- Support performance management systems and guide line managers
- Ensure accurate attendance, compliance, and HR policy implementation
- Prepare payroll data, manage benefits, and support employee well-being
- Maintain HR systems and deliver insightful reports to leadership

What We're Looking For

- BBA in HRM/Management (MBA or HR certification is a plus)
- 3–5 years of hands-on HR experience
- Proven background in a Group of Companies
- Age range: 25–32 years
- Strong communication skills with confidence in MS Office & Google Workspace

Why Betopia Group?

- ★ Profit sharing & annual salary reviews
- ★ Two festival bonuses
- ★ Fast-track career growth with global exposure
- ★ Continuous learning & professional development

☛ **Apply now:** <https://lnkd.in/gDVbfBp>

