

✨ 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/gDVBbfBp>



The poster features the Betopia Group logo in the top right corner. The main heading 'We are Hiring' is prominently displayed in a large, bold, orange font. Below this, the position 'Sr. Executive / Assistant Manager- HR' is listed. Two buttons, 'On Site' and 'Full Time', are provided for selection. The salary range is stated as 'Negotiable', and the application deadline is '11 Feb 2026'. An illustration at the bottom shows a man and a woman in business attire sitting at a desk, engaged in a discussion, with various office supplies and a laptop visible.

betopia[™]
group

We are Hiring

Position:
Sr. Executive / Assistant Manager- HR

On Site Full Time

Salary Range:
Negotiable

Apply By:
11 Feb 2026