

Hiring: **Sr. / Executive – HR & Admin**

📍 Mirpur DOHS, Dhaka | 🕒 Full-time, On-site

💰 Salary: BDT 25,000 – 35,000 (Based on experience)

👤 Vacancy: 01 | ⌚ **Deadline: 10 April 2026**

About Us

ProAdman Digital is a growth-focused digital marketing agency, empowering businesses in Bangladesh since 2016 with results-driven solutions.

Key Responsibilities

- Handle end-to-end talent acquisition and onboarding processes.
- Maintain HR records and ensure policy compliance
- Handle attendance, leave and HRIS/LMS updates
- Support performance management and engagement initiatives
- Oversee office administration, vendors and daily operations
- Assist in policy implementation and internal coordination

Requirements

- Bachelor's in HR/Business or related field
- 1–2 years of HR & admin experience
- Strong knowledge of recruitment and HR operations
- Good communication in English & Bangla
- Proficient in MS Office/Google Workspace
- Organized and detail-oriented

Nice to Have

- Familiarity with KPI management and HRIS/HR software systems
- Prior experience in an agency or corporate environment

Why Join Us

- Growth-focused work environment
- Hands-on exposure to HR functions
- Supportive and collaborative culture

Work Details

- 9:00 AM – 6:00 PM | Weekend: Friday
- Lunch & snacks provided

👉 **Application Link:** <https://lnkd.in/g7VRadfT>