

Ready to be the bridge between people and performance?

We're looking for a proactive, people-first HR professional who can own end-to-end recruitment, drive employee engagement, strengthen HR operations, and help create a positive, high-performing culture.

Job Location: Uttara, Dhaka

Salary: 30-40K (Based on Experience)

Job Requirements:

- ✓ MBA/PGDM in HR or related field
- ✓ Strong knowledge of HR operations & labor laws
- ✓ Excellent communication, interpersonal & coordination skills
- ✓ Experience using HRMS and recruitment tools
- ✓ Ability to handle sensitive information with professionalism and confidentiality
- ✓ Strong documentation and reporting skills

Job Responsibilities:

- Manage end-to-end recruitment activities (manpower requisition, sourcing, screening, interviewing, offer processing, and onboarding).
- Maintain recruitment trackers, candidate databases, and ensure a smooth candidate experience.
- Plan and execute employee engagement initiatives to improve motivation, culture, and retention.
- Support performance management activities, including KPI follow-up, appraisal coordination, and performance documentation.
- Develop, update, and implement HR policies, SOPs, HR letters, employee files, and HR documentation.

- ➡ Ensure HR compliance, discipline management, and proper documentation as per company policy and labor law guidelines.
- ➡ Coordinate payroll inputs with accounts/finance team, ensuring accuracy of attendance, leave, deductions, and benefits.
- ➡ Manage attendance, leave management, late/absent reports, and HRMS updates on a regular basis.
- ➡ Handle employee relations issues, including grievances, counseling, conflict resolution, and disciplinary actions when needed.
- ➡ Support HR reporting (monthly HR reports, recruitment status, employee data, and HR metrics).
- ➡ Assist in organizing training, orientation sessions, and internal HR communications.

Additional Requirements:

- 👉 Strong problem-solving ability with a positive attitude
- 👉 Ability to work under pressure and meet deadlines
- 👉 Highly organized, detail-oriented, and able to multitask
- 👉 Strong sense of integrity, ethics, and ownership
- 👉 Team player with a professional and empathetic approach

Compensation & other benefits:

- ✓ Weekly 2 holidays
- ✓ Lunch Facilities: Partially Subsidized
- ✓ Yearly Salary Review
- ✓ Festival Bonus: 2 (Yearly)
- ✓ Quarterly team outings inside Dhaka
- ✓ Yearly team outing outside Dhaka
- ✓ Dedicated prayer room for both males & females

How to Apply:

Please send your resume to "hr@csmbangladesh.com". Please include "**HR Executive Application**" in the subject line.

Application Deadline: 31 December 2025

CSM Bangladesh Limited is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.