

WE ARE HIRING HR EXECUTIVE

Join our dynamic HR team and play a key role in recruitment, employee onboarding, payroll support, training coordination, performance management, HR audits, compliance, and overall HR operations.

Key Responsibilities

- Support recruitment and manpower planning
- Conduct background, reference, and certificate verification
- Coordinate employee induction and training programs
- Maintain employee records in ERP and HR systems
- Assist in payroll, performance management, and HR budgeting
- Manage joining, exit, and final settlement processes
- Support organizational development and change initiatives
- Prepare HR reports, letters, memos, and other HR documentation

Requirements

- Bachelor's/Master's degree in HRM, Finance, Business Administration, or a related field
- Fresh Graduate is preferred
- Strong communication, coordination, and MS Office skills
- Ability to work in a fast-paced environment

Interested candidates are requested to send their updated CV to: career@lbsbd.com

Application Deadline: 08 July 2026

**Only shortlisted candidates will be contacted.*

