

VACANCY ANNOUNCEMENT

Job Title: Executive – HR (Talent Acquisition)

Location: Croydon Kowloon Designs Limited, PLOT# 285-288, DEPZ, Ganakbari, Ashulia, Dhaka.

Experience: 2+ years of Talent acquisition / Recruitment experience, in the garments industry.

Key Responsibilities:

- Manage end-to-end recruitment for management and staff positions.
- Source candidates through job portals, social media, referrals, and professional networks.
- Coordinate interviews, prepare hiring documentation, negotiate offers, and facilitate onboarding.
- Maintain employee personal files and recruitment documentation accurately.
- Build and maintain a talent pipeline to support future hiring needs.
- Prepare recruitment reports and ensure compliance with company policies.
- Participate in employer branding, job fairs, and other talent acquisition initiatives.

Skills and Qualifications:

- Bachelor's/Master's in HRM, Management, or related field or PGD in HRM.
- Strong knowledge of recruitment processes and sourcing techniques.
- Experience in employee personal file and documentation management.
- Excellent command of MS Office (Excel, Word & PowerPoint).
- Excellent typing speed with high accuracy.
- Strong communication, interviewing, coordination, and interpersonal skills.
- Ability to work under pressure and meet recruitment deadlines.

How to Apply:

Email your resume to [career@ckdlbd.com] with Application for "Executive – HR (Talent Acquisition)" as the subject by [10th July, 2026].



WE ARE HIRING

EXECUTIVE- HR (TALENT ACQUISITION)

We are a 100% export-oriented one of the most trustworthy outerwear manufacturers in Bangladesh seeking for one dynamic professional for our world class Human Resource Team.

REQUIREMENTS

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- Maintain employee personal files and recruitment documentation accurately.
- Build and maintain a talent pipeline to support future hiring needs.
- Excellent command of MS Office (Excel, Word & PowerPoint). Excellent typing speed with high accuracy.

SEND YOUR RESUME TO: career@ckdlbd.com by 10th July, 2026

