



 We're Hiring – HR Executive / Senior Executive (Human Resource Department).

Are you passionate about Human Resources and looking for an opportunity to grow your career? We are seeking a dynamic and dedicated HR Executive / Senior Executive (HR) to join our team.

Key Responsibilities: 


- Manage end-to-end recruitment and selection process (job posting, screening, interview coordination, offer & onboarding).
- Maintain employee personal files, HR database, and all HR records with software.
- Prepare HR documents (appointment, confirmation, promotion, transfer, warning, termination, etc.).
- Management attendance, leave tracking, and payroll support activities.
- Ensure compliance with Bangladesh Labour Law and internal policies.
- Perform all HR & Admin functions for coverage job responsibilities.
- Prepare periodic HR & administrative reports for management.

Requirements:  • Bachelor's/Master's degree in HRM, Management, or a related field • Relevant experience in HR and administrative functions • Strong communication and interpersonal skills • Proficiency in Microsoft Office applications and Advanced-level expertise in Microsoft Excel.

 Location: Banani

 Organisation: Bhaiya Housing Ltd. (Concern of Bhaiya Group)

 Send your updated CV to: career.bhaiyahousing@gmail.com

 Application Deadline: 10 July 2026

WE'RE HIRING!



Bhaiya Housing Limited, a leading Real Estate company and a proud member of the renowned **Bhaiya Group**, is currently seeking qualified candidates for the position of Executive/Senior Executive of **HR & Administration** Department to join our dynamic and innovative team.



REQUIREMENT

- ✓ Bachelor's degree in BBA/MBA (HRM) from both public & private university.
- ✓ Minimum 2+ years of experience in a similar role.
- ✓ Strong communication and interpersonal skills.
- ✓ Ability to work independently and as part of a team.
- ✓ Knowledge of Bangladesh Labour Law.
- ✓ Proficient in MS office (especially advance level excel).

BENEFIT

- ✓ 2 Festival Bonus
- ✓ Mobile Allowance
- ✓ Provident Fund
- ✓ Annual Increment

Email us career.bhaiyahousing@gmail.com

APPLY NOW 