



SQUARE TEXTILES DIVISION

Head Office, Uttara, Dhaka

IN SEARCH of EXCELLENCE

SQUARE FASHIONS LIMITED under Square Textiles Division is a venture of **SQUARE GROUP**. *Square Fashions Ltd.* is producing the best quality knit fabrics and readymade garments for the leading brands in the world. Right now we are looking for some energetic and result oriented team members, who will share our pride with us and support our continuous growth. If you want to be a member of SQUARE, please apply as:

Executive, HR & Admin (Payroll)

Major Duties and responsibilities:

- Efficiently manage payroll of factory employees
- Manage all attendance related issues for salary payment
- Prepare and ensure on time payment of final settlement bills
- Manage and update employee data in HR software
- Face compliance audit for payment related issues
- Organize & coordinate annual increment process

Pre-requisite to apply:

- BBA or MBA in HRM/Management from any public university or reputed private university.
- PGDHRM will be an added advantage.
- Must have 2 to 3 year's experience in payroll in a reputed RMG industry.
- Below 32 years of age.

Requisite skills/competencies/knowledge:

- Proficient in Micro Soft Excel and Word.
- Relevant computer applications knowledge and familiar with HRIS applications.
- Knowledge of labor law and rules.
- Good interpersonal and communication skill.

Job Location:

- Factory at Vogra, Gazipur.

Interested candidates are requested to email their resume at career.stxl@squaregroup.com by **11/April/2026**. Position applied for must be mentioned at the E-mail Subject.

Only short-listed candidates will be called for further selection process.

SQUARE STRONGLY DISCOURAGES SMOKERS TO APPLY