

Travela is Hiring | HR

Travela, Bangladesh's leading short-term accommodation rental platform, is looking for an Executive - People & Culture to join our innovative team!

Position: Executive – People & Culture (HR)

Job Type: Full Time (On Site)

Salary: 30,000 - 32,000 BDT (Based upon discussion)

Location: Dhanmondi 27, Dhaka.

Job Responsibilities:

- Facilitate in managing day-to-day HR operations, including employee onboarding, offboarding, and employee orientation.
- Maintain accurate and up-to-date employee records and databases.
- Manage and track employee attendance, leaves, and timekeeping to ensure relevant reports are accurately generated.
- Develop and process salary sheets, disbursements, and other payroll-related tasks to ensure timely and accurate payments.
- Maintain operational expense records and develop comprehensive reports for management review and decision-making.
- Support the end-to-end recruitment process, from sourcing to coordinating interviews.
- Manage job postings on various platforms and networks to attract top talent.
- Coordinate employee engagement initiatives to enhance workplace satisfaction and productivity.
- Actively participate in identifying areas of improvement within HR processes and practices etc.
- Any other relevant tasks assigned by the company.

Requirements:

- At least 1 year of experience in relevant field/s
- BBA in Human Resources or any other related field.
- Exceptional proficiency in Microsoft Excel/Google-Sheet

Working Hours:

- Full-time position: 10:00 AM – 6:00 PM.
- 5/6 Working Days per week (Friday and Alternative Saturdays).
- On-site position in our office at Dhanmondi.

What We Offer:

- Festival Bonus: 2 (Yearly)
- Mobile Allowance
- Lunch Fully Subsidized
- A collaborative and innovative work environment.
- Opportunities to grow alongside a fast-scaling startup.

Application Deadline: 15th July, 2026

Send your Updated CV with Details at: hr@travella.xyz