

Executive/ Sr. Executive, Recruitment & OD

Pathao is looking for a detail-oriented and proactive individual to join our HR & Culture team as **Executive/Sr. Executive**. This role is ideal for someone who is result-driven, creative, and skilled at managing multiple stakeholders while delivering a great candidate experience.

We are looking for someone with hands-on experience and knowledge in:

- End-to-end recruitment for tech and non-tech roles
- Building strong talent pipeline for critical roles
- Recruitment analytics and dashboard creation
- Employee Engagement
- Employer Branding

Other requirements to meet:

- 1 to 3 years of experience in the relevant field/s
- Good hold over G-suite collaboration tools (Google Sheet, Docs & Slides)
- Strong stakeholder management and communication skills
- Ability to multitask and prioritize under tight deadlines
- Hands-on experience with sourcing tools and platforms (e.g., LinkedIn, bdJobs)

Here's What You'll Enjoy at Pathao!

- A dynamic & collaborative workspace
- Competitive salary package
- Two annual festival bonuses
- Leave encashment
- Comprehensive insurance coverage
- Gratuity
- Meal Allowance
- Phone Allowance
- Periodic team dinner
- Exclusive employee discounts on Pathao services

If you are interested in knowing more about the mentioned positions, please do check out the detailed **job description** and **apply** through this link: <https://lnkd.in/gCNFXEcX>

We will be accepting applications till **April 25, 2026**