

Jr. Executive/Executive, HR Operations

Pathao is looking for a detail-oriented and proactive individual to join our HR & Culture team as **Jr. Executive/Executive**. This role is ideal for someone who can effectively manage day-to-day HR operations, thrives in a fast-paced environment, and collaborates seamlessly with both blue-collar and corporate teams while ensuring smooth HR processes.

Core responsibilities:

- Manage day-to-day HR operational activities to ensure smooth and efficient workflow.
- Handle end-to-end employee lifecycle processes, including support in bulk hiring and onboarding.
- Maintain, verify, and update employee records for new and existing employees.
- Ensure compliance with applicable labor laws by maintaining proper documentation.
- Support in new HR initiatives and execute process improvement plans.

Other requirements to meet:

- Bachelor's degree in related field/s
- 1 year of HR experience (preferably in logistics company)
- Experience in handling blue-collar or high-volume workforce is a strong advantage
- Strong communication skills (ability to interact with blue-collar worker)
- High adaptability and problem-solving mindset

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

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**