

Urgent Hiring – Executive, HR & Admin | Alfamart Trading Bangladesh

Alfamart — one of Indonesia's largest international convenience store chains — is entering the Bangladesh retail market through a joint venture with Kazi Farms Limited. The project is now in its pre-opening phase, aiming to set new standards in retail customer experience.

To support this exciting launch, Alfamart Trading Bangladesh is hiring a skilled Executive, HR & Admin who will work closely with both the Indonesian project team and local stakeholders.

If you're passionate about retail and ready to be part of something extraordinary, this opportunity is for you.

 Position: Executive, HR & Admin

 Apply by: 3 December 2025

 Send CV to: ta.atb@kazifarms.com



WE ARE HIRING



(FOR INTERNATIONAL CONVENIENCE STORE CHAIN)

EXECUTIVE - HR & ADMIN

Alfamart, a leading Indonesian international convenience store chain and one of the largest in its home country, is entering the Bangladesh retail market through a joint venture with Kazi Farms Limited, under the name Alfamart Trading Bangladesh. With an ambitious vision to set new benchmarks in retail customer experience, the project is currently in its pre-opening phase. To be part of this exciting journey, we are seeking a competent Executive, HR and Admin to oversee and coordinate all functions in close collaboration with both the Indonesian project team and local stakeholders.

KEY RESPONSIBILITIES:

- Assist in end-to-end recruitment activities, on-boarding and employee record maintenance.
- Support administrative tasks such as filing, scheduling meetings and preparing reports.
- Assist in coordinating training sessions and track training participation and feedback.
- Work with the manager and trainers to organize training logistics (venue, materials, attendance).
- Respond to internal HR-related inquiries and direct them to the appropriate team members
- Maintain and update personal files and ensure proper documentation of all HR-related transactions.
- Ensure compliance with company policies and HR procedures.
- Serve as a point of contact for employee queries and escalate when needed.
- Maintain office supplies and handle general office management tasks
- Prepare different reports and analyses as required by management.
- Draft different letters, memos, notices and office orders for day-to-day HR operation.
- Provide administrative support for expatriate employee relocation, including visa documentation, housing logistics, and orientation scheduling.
- Coordinate with international HR/admin teams for updates and alignment on initiatives.
- Perform other tasks as assigned by the HR Manager or Admin Supervisor.

EDUCATION:

- Bachelor's or Master's Degree in Business Administration in HR field.

EXPERIENCE:

- Minimum 2 year of experience in HR or administrative support is preferred.

ADDITIONAL REQUIREMENTS:

- Fluent in both written and spoken English is a must.
- Influencing, and stakeholder management skills.
- Strong understanding of Bangladesh labor laws and HR best practices.

LOCATION: DHAKA



Application Deadline: December 3, 2025
Send updated CV to ta.atb@kazifarms.com

