

HR Officer (Sales Forces) Monthly Salary: BDT 40,000

Akij Biri Factory Limited (A Unit of Akij Group)

Vacancies: 03

Location: Anywhere in Bangladesh

Employment Type: Full-Time

Reports To: Director (HR)

Qualifications & Requirements

Educational Requirements

- Bachelor's or Master's degree in HRM, Management, Public Administration, or a related field.

Experience

- 1–3 years of HR experience in sales forces, preferably in FMCG, pharmaceuticals, telecom, or large-scale sales operations.
- Freshers with strong communication and analytical abilities may also be considered (as per company policy).

Skills

- Excellent communication and interpersonal skills.
- Ability to manage and coordinate large field-based teams.
- Knowledge of HRIS, attendance systems, and sales data tracking.
- Basic to intermediate understanding of Bangladesh Labour Law.
- Strong proficiency in MS Excel (mandatory), MS Word, and report writing.
- Ability to work under pressure and meet recruitment deadlines.



Salary & Benefits

- Monthly Salary: BDT 40,000
- Provident Fund (PF)
- Gratuity
- Two Festival Bonuses
- Health service benefits for employees and dependents
- TA/DA
- Mobile allowance



Application Deadline: 30 November 2025

Apply now: <https://lnkd.in/gpRmH6df>



GROW WITH

Akij Biri Factory Limited

(A Unit of Akij Group)



Position

HR Officer (Sales Forces) - 03

- **Location:** Anywhere in Bangladesh
- **Employment Type:** Full-Time ■ **Reports To:** Director (HR)

Job Summary

The HR Officer (Sales Forces) will be responsible for end-to-end HR operations related to the sales team, including recruitment, onboarding, attendance management, performance evaluation, field force support, and HR compliance. This position requires strong communication, analytical ability, and the capability to manage large and field-based sales teams across multiple regions.

Key Responsibilities

- Prepare and update manpower planning for the sales team (SR/TSO/SO/ASM/RSM etc.).
- Source and screen candidates through job portals, references, and campus hiring.
- Conduct preliminary interviews and coordinate final interviews with H/O HR.
- Maintain a talent pool for urgent and large-scale sales recruitment.
- Ensure proper background verification and document collection.
- Conduct orientation session for field force employees.
- Track probation assessment and confirmation process.
- Monitor daily attendance, leave & movement data of sales employees.
- Assist in confirmation, transfer, and promotion procedures.
- Handle grievances from sales staff and provide necessary HR support.
- Coordinate annual appraisal and performance review discussions.
- Identify underperformers and communicate accordingly with line managers.
- Track training needs and organize skill development programs.
- Maintain HR records: joining, leave, movement, turnover, attendance, separation, warning, disciplinary actions, etc.

Qualifications & Requirements

Educational Requirements

- Bachelor's & Master's degree in HRM/ Management/ Public Administration or related field.

Skills

- Strong communication and interpersonal skills.
- Ability to manage and coordinate large field-based teams.
- Knowledge of HRIS, attendance systems & sales data tracking.
- Understanding of Bangladesh Labour Law (basic to intermediate).
- Proficiency in MS Excel (mandatory), MS Word, and report preparation.
- Ability to work under pressure and meet recruitment deadlines.

Experience

- 1-3 years of sales forces HR experience, preferably in FMCG, Pharmaceuticals, Telecom, or large Sales Operations.
- Freshers with strong communication and analytical skills may also apply (if the company allows).

Salary & Benefits

- Monthly Salary : BDT 40,000
- Provident-Fund (PF)
- Gratuity
- Festival bonuses: Two (02)
- Health service facility for employee and family members
- TA-DA
- Mobile allowance

Application Deadline: 30 November, 2025

Apply Instructions: