

The country's most preferred airline brand is hiring for the position of "**Executive**" under the department of Human Resource.

QUALIFICATION(S):

- MBA/BBA major in HRM or equivalent from a reputed university.
- Candidates having O Level/A Level will be given preference.
- Minimum CGPA: 3.00 out of 4.00 in Graduation and GPA: 4.00 out of 5.00 in HSC & SSC

JOB RESPONSIBILITIES:

- To do day-to-day general HR related duties.
- To arrange, conduct & process employee recruitment & selection as per set recruitment & selection policy & procedure and ensure that a fair recruitment is followed.
- Prepare daily/ monthly attendance report in coordination with the IT department.
- To maintain the employee's personnel file with all related papers as up-dated.
- Develop strategy to establish appropriate HR processes and practices in the organization as per management's directives to meet the needs of the growing organization, if required.
- To maintain Human Resource Information System (HRIS) and update regularly.
- Motivate, counsel the staffs to ensure maximum productivity and profitability.
- Assist & coordinate performance appraisal process & ensure appropriate and effective communication.
- Assist reporting manager in all HR administrative activities.
- Prepare all types of HR letters.
- Submit various HR reports time to time.
- Any other tasks assigned by management.

REQUIREMENTS:

- Age 22 to 30 years.
- Both males and females are allowed to apply.
- Must have good command over advanced MS Excel & MS PowerPoint.
- Honest, ethical, dependable & Positive go-getter attitude.

- Should be able to Work in a Team & Empathetic skills.
- Proactive & able to work under pressure.
- Communication and Strong interpersonal skills.

EXPERIENCE

- Freshers are also encouraged for this position.
- Experience in relevant field will be given preference.

JOB LOCATION

Dhaka

SALARY

Negotiable

APPLICATION DEADLINE: 20 January, 2026

APPLICATION LINK: https://airastra.com/career/Human_Resource

Eligible candidates are encouraged to apply to become a part of the dynamic team of professionals that makes up Air Astra!

DISCLAIMER:

1. An application will be null and void if the information provided while applying does not match with the CV.
2. Any attempt to influence or persuade for a position will result in immediate disqualification, regardless of the candidate's qualifications.
3. Please be informed that the recruitment process at Air Astra is completely handled by the airline's Human Resource Department, and no candidate is ever required to pay any money/fees in any form to pursue any position.

BEWARE OF FRAUDSTERS AND THEIR SCAMS and report any such cases with any relevant evidence to **info@airastra.com**