

We Are Hiring: Trainee Executive – [#HR](#) (Rajshahi Factory) | PRAN-RFL Group

Great opportunity for candidates from Rajshahi!

If you're looking to build a strong career in Human Resource Management and want to work in a dynamic factory environment, this role is perfect for you. PRAN-RFL Group is seeking a motivated and career-focused Trainee Executive – HR for our Rajshahi Factory.

[#Application](#) Link: Comments

Key Responsibilities:

- Assist in hiring workers, operators, supervisors, and factory support staff.
- Coordinate walk-in interviews, skill tests, and joining procedures.
- Maintain recruitment trackers and support factory manpower planning.
- Monitor daily attendance, overtime, and shift rosters of workers and staff.
- Prepare daily, weekly, and monthly attendance reports.
- Collect overtime, leave, shift allowance, and production bonus data.
- Verify timesheets and prepare the monthly payroll sheet.
- Maintain worker personal files, ID cards, HR records, and essential documentation.
- Conduct orientation programs for workers and staff.
- Assist in safety training, skill development, and basic HR support activities.

Requirements:

- BBA or MBA from any reputed university.
- Strong communication and teamwork skills.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Ability to work in a fast-paced factory environment.
- Positive attitude, adaptability, and willingness to learn.

Compensation & Benefits:

- Salary: As Per Policy (Revised after successful completion of 6-month probation)
- Subsidized lunch facilities
- Mobile bill, tour allowance
- Performance bonus
- Provident fund
- Yearly salary review
- Festival Bonus: 2
- Promotion opportunity after probation

Job Location

- RFL Group Rajshahi Factory



PRAN-RFL GROUP
Since 1981



WE ARE HIRING!

JOIN OUR TEAM NOW!

Trainee Executive - HR (Rajshahi Factory)

- BBA or MBA from any reputed university
- Ability to work collaboratively in a team environment
- Job Location: Rajshahi Factory

APPLY NOW



Last date of Submission
20th December 2025