

OTOBI Limited is seeking a dynamic, result-oriented, and experienced professional for the role of Senior Executive / Assistant Manager – HR & Admin. The successful candidate will be responsible for overseeing end-to-end HR operations, talent acquisition, performance management, employee relations, and core administrative functions to support organizational growth.

Key Responsibilities

Human Resources Management

Recruitment & Talent Acquisition: Manage the full recruitment lifecycle (sourcing, screening, interviewing, and onboarding) for corporate, retail, and factory roles.

Performance Management: Facilitate the performance appraisal process (KRA/KPI tracking, annual reviews) and assist in alignment with business objectives.

Training & Development: Identify training needs, coordinate in-house and external training programs, and evaluate training effectiveness.

HR Operations & Payroll Support: Oversee employee attendance, leave management, personnel files, and assist finance in monthly payroll processing and benefits administration.

Employee Relations & Compliance: Handle grievances, disciplinary procedures, exit interviews, and ensure compliance with Bangladesh Labour Law (BLL).

Administration & Facility Management

Office Administration: Oversee day-to-day office administrative operations, housekeeping, protocol, and facility maintenance.

Vendor & Asset Management: Manage relationships with administrative vendors, utility providers, and maintain the company asset inventory.

Transport & Logistics: Supervise company fleet, employee transport services, and vehicle allocation.

Utility & Bill Management: Ensure timely payment and audit of corporate utility bills, rent, office supplies, and administrative expenses.

Minimum Qualifications & Requirements

Education: Bachelor's or Master's degree in Human Resource Management (HRM), Management, or relevant discipline from a reputed university.

PGDHRM (Post Graduate Diploma in HRM) will be considered a strong advantage.

Experience:

- 3 to 7 years of professional experience in HR and Administration.
- Prior experience in the furniture or manufacturing sector is highly preferred.

Technical Skills:

- Strong knowledge of Bangladesh Labour Law (2006) and Labour Rules (2015).
- Hands-on experience with HRIS software and MS Office Suite (Advanced Excel, PowerPoint).

Soft Skills:

- Excellent interpersonal, communication, and negotiation skills in both English and Bengali.
- Strong leadership, conflict resolution, and problem-solving abilities.

Compensation & Benefits

Salary: Negotiable (Based on experience and competence).

Benefits: As per company policy.

How to Apply

Interested candidates meeting the criteria are requested to send their updated CV through scanning the below QR Code August 8, 2026



**We're
HIRING!**

SR. EXECUTIVE / ASSISTANT MANAGER – HR & ADMIN

We are looking for 02 driven professionals to step into the role of Senior Executive / Assistant Manager – HR & Admin at our Corporate Office in Dhaka. If you have 3–7 years of experience and are ready to take charge of end-to-end HR and administration, we want to hear from you!

Ready to shape the future with OTOBİ?

Please scan the QR code below to complete your application via Google Forms.



We look forward to hearing from you!

