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Care Nutrition Limited

Executive - Human Resources (HR)

Application Deadline : 22 Dec 2026

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Vacancy: 1
Location: Dhaka (Banani)
Experience: 2 to 4 years
Published: 22 Nov 2026

Applicants are encouraged to submit **Video CV**.

PRO Application Insights View

Requirements

Education

- Bachelor's degree in Human Resource Management, Business Administration, Management, or a relevant discipline.
- MBA or postgraduate qualification in HRM will be an added advantage.

Experience

- 2 to 4 years
- The applicants should have experience in the following business area(s): Food (Packaged), Healthcare/Lifestyle product

Additional Requirements

Experience:

- 2–4 years of relevant experience in Human Resources.
- Practical experience in recruitment, HR operations, employee relations, payroll support, and HR administration.
- Mandatory: Hands-on experience in HRM software/HRIS, including managing employee data and HR processes through a digital HR platform.
- Experience in FMCG, manufacturing, food & beverage, or multinational organizations will be an advantage.

Required Competencies

- Recruitment & Talent Acquisition
- HR Operations & Employee Lifecycle Management
- HRM Software / HRIS Management
- Performance Management Support
- Learning & Development Coordination
- Compensation & Benefits Administration
- Employee Relations & Engagement
- HR Reporting & Data Analytics
- Bangladesh Labour Law & HR Compliance
- Documentation & Records Management

- Documentation & Records Management
- Microsoft Excel & MS Office
- Communication, coordination, problem-solving, and interpersonal skills
- Confidentiality, integrity, accountability, and attention to detail

Responsibilities & Context

About Care Nutrition Limited

Care Nutrition Limited is a nutrition-focused FMCG company committed to making a meaningful impact on mothers and their families through accessible, quality nutrition products. We believe in building a capable, accountable, and purpose-driven team that grows with the business.

Job Purpose

The Executive – Human Resources will support and execute day-to-day HR operations, ensuring smooth delivery of recruitment, employee lifecycle management, performance management, learning and development, HR administration, employee engagement, and compliance activities. The role requires strong execution skills, attention to detail, confidentiality, and hands-on experience in HRM software to ensure accurate HR data management and efficient HR processes.

Department: Human Resources

Key Responsibilities

Recruitment & Talent Acquisition

- Manage end-to-end recruitment activities, including sourcing, screening, interview coordination, candidate assessment, and selection support.
- Source candidates through job portals, social media, employee referrals, and other relevant channels.
- Coordinate with hiring managers to understand manpower requirements and ensure timely recruitment.
- Maintain candidate databases and recruitment records.
- Support employer branding and recruitment initiatives.

Employee Lifecycle Management

- Coordinate onboarding, induction, confirmation, transfer, promotion, and separation processes.
- Prepare and maintain employment letters, contracts, HR forms, and other employee-related documentation.
- Ensure a smooth onboarding and offboarding experience.
- Conduct exit interviews and maintain separation records.

Performance Management

- Support KPI setting, performance review cycles, and appraisal processes.
- Coordinate performance review timelines, documentation, and follow-ups.
- Maintain performance management records and reports.
- Support performance improvement and employee development initiatives.

Learning & Development

- Coordinate training programs, workshops, and learning initiatives.
- Support Training Needs Assessment (TNA) and employee development planning.
- Maintain training records and evaluate training feedback and effectiveness.
- Support leadership development and organizational capability-building initiatives.

HR Operations & Compensation Administration

- Support monthly payroll preparation, attendance reconciliation, leave management, and employee data validation.
- Coordinate employee benefits, salary reviews, and incentive-related activities.
- Maintain accurate and confidential compensation and employee records.
- Ensure timely and accurate HR operational support.

Employee Relations & Engagement

- Respond to employee queries and provide timely HR support.
- Coordinate employee engagement, wellbeing, celebration, and recognition initiatives.
- Support grievance handling, disciplinary procedures, and employee relations matters.

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- Promote a positive, professional, and collaborative workplace.

HR Documentation, Compliance & Policy Implementation

- Maintain employee files, HR records, policies, and official documentation.
- Ensure HR documentation and processes comply with company policies and applicable Bangladesh Labour Laws.
- Support internal and external audits, inspections, and compliance requirements.
- Communicate and facilitate implementation of HR policies and procedures.

HRM Software, HRIS & Reporting

- Operate and maintain HRM software for employee data, attendance, leave, payroll-related records, performance management, and other HR processes.
- Ensure accuracy, completeness, and timely updating of HR system information.
- Generate HR reports on headcount, turnover, absenteeism, manpower, and other HR metrics.
- Support HR digitalization, process automation, and data-driven decision-making.

Cross-Functional Coordination

- Coordinate with Finance, Sales, Supply Chain, Factory, Administration, and other functions on HR-related matters.
- Support HR projects, organizational initiatives, and continuous improvement activities.
- Facilitate effective communication between employees, management, and relevant stakeholders.

Key Performance Indicators (KPIs)

- Recruitment turnaround time and recruitment process completion.
- Accuracy and compliance of employee documentation.
- HRM software data accuracy and timely updates.
- Attendance, leave, and payroll data accuracy.
- Performance review completion and follow-up.
- Training coordination and completion.
- Employee query resolution and HR service delivery.
- HR policy and compliance adherence.

Skills & Expertise

Other Relevant Skills

Compliance | Grievance Handling | HR and Administration | HRMS | Legal | Talent Acquisition

Compensation & Other Benefits

- Negotiable (Based on experience and competence).

Workplace

Work at office

Employment Status

Full Time

Job Location

Dhaka (Banani)

Care Nutrition Limited

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