< Job List

Rahimafrooz Accumulators Limited

Officer/ Sr. Officer - HR & Admin

PRO

Matching Percentage

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Application Deadline : 30 Nov 2026

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All | Requirements | Responsibilities | Skills & Expertise | Salary & Benefits | Company Information

Vacancy: 1
Salary: Negotiable

Age: At most 30 years
Experience: At most 2 years

Location: Gazipur (Kashimpur)
Published: 22 Nov 2026

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

PRO

Application Insights View

Requirements

Education

- Bachelor of Business Administration (BBA) in Human Resource Management

Experience

- At most 2 years
- The applicants should have experience in the following business area(s): Automobile, Battery, Storage cell, Dry cell (Battery), Group of Companies, Manufacturing (FMCG), Manufacturing (Light Engineering and Heavy Industry), Motor Workshop, Power, Tyre manufacturer
- Freshers are also encouraged to apply.

Additional Requirements

- Age At most 30 years

Responsibilities & Context

- Support end-to-end HR, administration, and compliance operations at RAL Factory in alignment with Rahimafrooz Group HR policies and under the guidance of Manager – HR & Admin of RAL.
- Assist in ensuring compliance with Bangladesh Labor Act, Factory Rules, company policies, and statutory documentation requirements for factory employees.
- Support factory discipline, employee engagement, grievance handling, and employee relations activities to maintain a harmonious and productive work environment.
- Assist in maintaining accurate workforce records including attendance, leave, shift rosters, overtime data, and employee master information through HRIS and approved systems.
- Coordinate recruitment support activities including CV screening, interview scheduling, onboarding documentation, and employee file management.
- Ensure timely updating and maintenance of personal files, health and hygiene records, statutory registers, and audit-ready

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- Support implementation and monitoring of HR policies, SOPs, code of conduct, and factory rules across the plant.
- Assist in administration of factory facilities including canteen operations, transport coordination, security, housekeeping, PABX, CCTV systems, and vendor coordination.
- Coordinate procurement, issuance, and record keeping of uniforms (liveries), safety equipment, and administrative supplies.
- Support training coordination including Training Need Analysis (TNA), training calendar preparation, participant coordination, training documentation, and post-training evaluation.
- Support disciplinary processes, corrective actions, documentation, and follow-up under guidance of management.
- Perform any other tasks assigned by Manager – HR & Admin to support operational excellence and continuous improvement.

Skills & Expertise

Compensation Benefits Attendance Leave Management | Disciplinary Management | Employee Relations | Factory HR Administration | Grievance Handling | Labor Law | Training & Development

Other Relevant Skills

Vendor Management | Factory Administration | Recruitment & Selection | Employee Relations | Labour Rules

Compensation & Other Benefits

- Provident fund,Performance bonus,Insurance,Profit share,Gratuity
- Salary Review: Yearly
- Lunch Facilities: Partially Subsidize

Workplace

Work at office

Employment Status

Full Time

Job Location

Gazipur (Kashimpur)

RL Rahimafrooz Accumulators Limited

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