

About the Role



The People Generalist will work closely with the Manager, People Business Partner to support the day-to-day operations of the People function at Commure Bangladesh. This is a hands-on, people-facing role that offers exposure to a wide range of HR disciplines including employee relations, onboarding, engagement, training coordination and HR operations. The ideal candidate is someone who is organised, empathetic, eager to learn and passionate about creating a great employee experience.

What You'll Do

- **Onboarding & Orientation**
 - Support the execution of Day 1 onboarding for all new joiners, including coordination with the GIT and Facilities teams
 - Assist in facilitating the monthly orientation program and ensure a smooth and welcoming experience for all new joiners
 - Track onboarding documentation and follow up on pending submissions
- **HR Operations & Employee Lifecycle**
 - Support end-to-end exit management processes including documentation, clearance coordination and exit interview scheduling
 - Assist in maintaining accurate employee records and HR databases
- **Training & Development**
 - Support the coordination and logistics of in-house training sessions including scheduling, attendance tracking and material preparation
 - Assist in the rollout of the company-wide Harassment Awareness Training program across all locations
 - Help compile feedback and post-training reports
- **Employee Engagement & Experience**
 - Support the planning and execution of employee engagement activities, recognition programs and cultural events across both calendar and non-calendar initiatives
 - Assist in coordinating logistics for events across Spectra and Regnum locations
 - Contribute ideas to enhance the overall employee experience
- **HR Policy & Compliance**
 - Assist in the development, review and standardisation of local HR policies and SOPs
 - Support compliance tracking and ensure documentation is up to date and accessible
- **Strategic & People Team Support**

- Provide administrative and coordination support to the People BP to enable a seamless and noise-free People function
- Assist with data gathering, reporting and presentation preparation for People team initiatives
- Support any ad hoc projects assigned by the Manager, People BP

What You Have

- Bachelor's degree in Human Resources, Business Administration, or a related field
- 1 to 3 years of experience in an HR or People Operations role
- Strong interpersonal and communication skills with a people-first mindset
- High attention to detail, strong organisational skills and ability to manage multiple tasks simultaneously
- Ability to handle sensitive and confidential information with professionalism and discretion
- Proficiency in MS Office and Google Workspace; experience with HRIS tools is a plus
- A proactive, collaborative and solution-oriented approach to work
- Genuine interest in building a career in HR and People Operations

Work Details:

- **Shift Detail:** Hybrid shift, (6:00 pm, BST - 3:00 am, BST)
- **Workdays:** Monday to Friday

Please be aware that all official communication from us will come exclusively from email addresses ending in @commure.com. Any emails from other domains are not affiliated with our organization.

Employees will act in accordance with the organization's information security policies, to include but not limited to protecting assets from unauthorized access, disclosure, modification, destruction or interference nor execute particular security processes or activities. Employees will report to the information security office any confirmed or potential events or other risks to the organization. Employees will be required to attest to these requirements upon hire and on an annual basis.

Application Link: [People Generalist \(Bangladesh\)](#)