

Helium Bangladesh is hiring

Position: Senior Executive/ Assistant Manager - HR & Admin

Application Deadline :28 Aug 2026

Age:28 to 35 years

Location: Dhaka (Niketan)

Salary: Negotiable

Experience: At least 4 years

Education:

- Bachelor's degree in Human Resource Management, Management, Business Administration, or a relevant discipline.
- An MBA or master's degree in Human Resource Management will be considered an advantage.

Experience

- At least 4 years
- The applicants should have experience in the following business area(s): Restaurant, Fast Food Shop
- Additional Requirements
- Age 28 to 35 years
- The age requirement may be relaxed for candidates with strong and directly relevant experience.
- Strong working knowledge of HR policies, SOPs, recruitment, employee documentation, performance management, training and development, and administration.
- Sound understanding of applicable labour laws and HR compliance requirements.
- Strong leadership, communication, coordination, and problem-solving skills.
- Excellent documentation, analytical, and reporting abilities.
- Proficiency in Microsoft Excel, Word, and PowerPoint.
- Familiarity with HRIS, attendance management systems, payroll software, and other relevant HR applications will be an advantage.
- Proactive, organized, accountable, and capable of working independently.
- Willingness to visit restaurant outlets and other company locations as required.
- At least four years of relevant experience in HR and administration.
- Supervisory or departmental leadership experience is preferred.
- Experience in the restaurant, hospitality, retail, and FMCG sectors, or in other multi-location businesses will be an advantage.

Responsibilities & Context

Job Context:



- Helium Bangladesh is looking for a competent and results-oriented Senior Executive / Assistant Manager – HR & Admin to lead the HR and administrative functions of its growing restaurant chain.
- The role requires hands-on involvement in HR systems, policy and SOP development, recruitment, employee documentation, performance management, training and development, compliance, administration, and management reporting.

Key Responsibilities:

- Lead and manage the overall HR and administrative functions of the company.
- Develop, implement, and periodically review HR policies, SOPs, guidelines, forms, and standard documentation.
- Maintain the organizational structure, manpower plans, reporting lines, and job descriptions.
- Manage the complete recruitment process, including sourcing, screening, selection, joining, onboarding, and employee documentation.
- Maintain accurate employee master data, personnel files, and records related to probation, confirmation, transfer, promotion, and separation.
- Monitor attendance, leave, duty rosters, overtime, and other HR inputs required for payroll processing.
- Establish and administer probation, confirmation, and employee performance management processes.
- Conduct training needs assessments and coordinate employee training and development initiatives.
- Manage employee relations, grievances, disciplinary matters, and workplace issues in a fair and professional manner.
- Oversee administrative activities, employee assets, office facilities, security, uniforms, ID cards, and support services.
- Ensure compliance with applicable labour laws, company policies, and HR and administrative requirements.
- Maintain relevant compliance records, trackers, registers, and supporting documentation.
- Prepare weekly and monthly HR reports, KPI updates, and management presentations.
- Supervise HR and administrative team members and coordinate regularly with restaurant outlets and other departments.
- Visit restaurant outlets and other company locations as required to monitor HR and administrative practices.

Compensation & Other Benefits

- Salary: Negotiable, based on experience and suitability
- Salary review as per company policy
- Festival bonuses as per company policy
- Mobile or communication allowance, where applicable
- TA/DA for approved official travel
- Subsidized lunch and snacks
- Training and career development opportunities

- Other benefits as per company policy

Workplace: Work at office

Employment Status: Full Time

Job Location: Dhaka (Niketan)

Email: helium.hrc@gmail.com

Applicants should clearly mention the following information in their CV or application:

- Current and expected salary
- Present location
- Relevant HR and administrative experience
- Proficiency in Microsoft Excel and relevant HR software
- Earliest possible joining date

Only shortlisted candidates will be contacted for further assessment and interview.