

We Are HIRING

We are **Baida Industrial Company Ltd.**, a Chinese owned 100% Export oriented Printing and Packaging company. We located at **Uttara EPZ, Nilphamari**

Position: Trainee Officer

Job Requirements

- Bachelor's degree from a public/private university in any academic background. Candidates from BBA, PAD, Sociology, English, GDS will get preference will get preference
- Freshers are highly encourage to apply for the position.
- Basic proficiency in MS Office And Good command in English.
- Strong problem-solving ability, Self-motivated and energetic attitude with Good multitasking and time-management skills.
- Ability to work under pressure and meet daily production targets.
- Willingness to work in a multicultural manufacturing environment and cooperate with different departments.

Candidate Profile

- Young, energetic, enthusiastic and willing to work in a multicultural manufacturing environment.
- Comfortable working with workers and foreigners.
- Able to take responsibility and make decisions within their authority.
- Interested in long-term career development in a manufacturing environment.

Salary & Benefits

- Competitive salary (based on qualifications and experience).
- Performance-based annual salary review.
- Training and career development opportunities.
- Group insurance, PF and other company benefits in accordance with company policy.

Job Responsibilities

- Counsel and guide workers and team members regarding attendance, punctuality, performance, and workplace conduct.
- Monitor workers' etiquette, toilet and hygiene practices, discipline, and overall workplace activities.
- Implement programs and initiatives to reduce indiscipline and strengthen workplace compliance.
- Conduct awareness sessions on teamwork, problem-solving, workplace behavior, discipline, and professional conduct.
- Coordinate and maintain effective communication with company stakeholders, including BEPZA officials, Councillors, NSI, SB, environmental authorities, and other relevant government and regulatory stakeholders.
- Identify production-related problems and implement effective corrective and preventive solutions.
- Resolve worker conflicts through effective communication, negotiation, counseling, and problem-solving.
- Resolve worker conflicts through effective communication and negotiation.
- Perform other duties assigned by the management.

Available Position: 03

Female(2), Male (1)

APPLY NOW

Please mention **"Trainee Officer - HR"** in the subject line send your updated CV to this email

hr.bicl.uepz@gmail.com

Deadline: 31 July, 2026.