

## Career Opportunity at Desh TV

Desh TV, one of the prestigious satellite TV channel in Bangladesh looking for personnel for its HR & Admin Department

**Designation : Executive, HR**

**Job Location : Dhaka**

### **Job Responsibilities:**

- Strong strategic thinking and negotiation skills.
- Good knowledge on Human Resource.
- Building, establishing, & maintaining good relationship with colleagues.
- Keeping personal file of all staff.
- Maintaining daily attendance and submission of monthly report.
- Maintaining leave records.
- Issuing appointment letter and keeping joining report.
- Providing month-wise joining and discontinue report to the management.
- Issuing credentials for any staff if required.
- Ensuring ID card, Visiting Card for newly appointed employee.
- Placing advertisement for recruitment, collecting and Selecting CV, Arranging interview.
- Arranging Training for developing skills.
- Prepare report for management as and when required.
- Issuing increment letter as per company policy.
- Facilitate, control and coordinate the annual strategic HR Policy.

• **Experience** : Fresher.

• **Salary** : Negotiable

**Academic Qualifications** : Masters in any discipline

**Computer Literacy** : Excellent aptitude in MS Excel and MS Word is essential.

Expertise in any HRM software will be treated as extra quality.

**Personal Attributes** : The incumbent should have the following qualities:

- Age 22 - 28 year(s)
- Strong interpersonal communication skills, capable of pleasantly interacting with different levels of staff.
- Knowledge on Labour law.
- Excellent knowledge of English and Bengali is essential.
- Should be dynamic, proactive and target oriented.
- Must have good personality and leadership ability.