

Career Opportunity at Desh TV

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

Position : **Manager (HR & Admin)**

Job Location : **Dhaka**

Job Responsibilities:

- Strong strategic thinking and negotiation skills.
- Good knowledge on Human Resource.
- Regular HR & Admin activities.
- Arranging Training for developing skills.
- Prepare report for management as and when required.
- Facilitate, control and coordinate the annual strategic HR Policy.

- Supervising and monitoring day to day office work.
- Ensuring logistics for daily operation.
- Building, establishing, & maintaining good relationship with vendors.
- Prepare and submit activity report monthly to the management.

Experience : 3 – 5 Years experience in related field.

Salary : Negotiable

Academic Qualifications : MBA in HRM / Management

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

Personal Attributes : The incumbent should have the following qualities:

- Age : Not above 35 Years
- Strong interpersonal communication skills
- Excellent command on English and Bengali is essential