

Name of the Post: Assistant Manager-HR/Sr. Executive-HR

Company Name: Central Hospital Limited

Central Hospital Limited is seeking a talented **Assistant Manager- HR /Sr. Executive-HR** to oversee various human resources functions within its organization.

Job Summary:

Vacancy: 01/02

Location: Dhaka

Experience: At least 3 years

Requirements:

Education

- Bachelor of Business Administration (BBA) in Human Resource Management, Master of Business Administration (MBA) in Human Resource Management.
- **Experience:**
- At least 03 years
- The applicants should have experience in the following business area(s): Hospital or in the health care sector. Candidate(s) having work experience in the hospital will be preferred.
- Age Limit: 25- 35

Requirements:

- Exceptional communication skills in English. (Mandatory).
- Minimum of 3+ years of professional experience in HR and administrative roles, preferably in a Hospital .
- Strong knowledge of HR principles, employment laws, and best practices.
- Proficiency in both Bangla & English typing, Microsoft Office Suite (Word, Excel, Power point, Outlook), and HRIS software etc are mandatory.
- Ability to handle confidential information with discretion and professionalism.
- A proactive approach to challenges, with strong problem-solving skills and a growth mindset.
- Computer literacy & at least one personal referee is essential.

Compensation & Other Benefits

- as per company policy

Workplace

Work at office

Employment Status

Full Time

Job Location

Dhaka

Apply Procedure:

Complete resume with cover letter, recent 3 copies of photographs & all relevant educational & experience documents may please be sent or to be submitted to **Human Resource Department, Central Hospital Limited, House # 2, Road # 5, Green Road, Dhanmondi, Dhaka-1205**, on or before April 30, 2025.

**** Only short listed candidates will be notified.**

Application Deadline: 30 April 2025