

WE ARE LOOKING FOR Human Resource Professionals



Community Bank Bangladesh Limited, a concern of Bangladesh Police Kallyan Trust, has been established with a vision to serve communities with the tailor-made secured solutions abiding by the highest level of corporate governance. It aims to contribute to the economic growth of the country by providing financial products & services to communities across geographies. State-of-the-art Core Banking System is an enabler to operate centrally in optimum magnitude. Community Bank runs on its three core building blocks, i.e. Trust, Security and Progress.

Position: Manager-HR Operations and Performance Management

Key Job Responsibilities:

- Looking after the payroll administration
- Processing staff benefits, e.g. staff car loan, staff house building loan, TA/DA claims, furniture benefits, mobile bill allowances
- Calculation of income tax of all staff and deduct at source from monthly salary
- Employees' timely release/separation and processing of end-of-service benefits comply with existing policies and documentation requirements
- Quarterly/Half yearly & Yearly employee evaluation
- Performance based increment and rewards

Experience Requirements:

Minimum 6 (Six) years' working experience in leading commercial banks/NBFI/MNC in the relevant area.

Job Grade:

SPO/FAVP

Position: Senior Manager Human Resource Division

Key Job Responsibilities:

- Understand the business plan and supervise the manpower planning
- Supervise recruitment activities- advertising, shortlisting, interviewing and selection
- Supervise placement, transfer and posting
- Supervise the handling process of disciplinary cases
- Employee Grievance Management
- Maintaining liaison with all business units, branches & back-office
- Meeting the requirements of all stakeholders

Experience Requirements:

Minimum 8 (Eight) years' working experience in leading commercial banks/NBFI/MNC in the relevant area.

Job Grade:

AVP/SAVP

Common Requirements

Educational Requirements

- Master's in any relevant subjects from leading business school/University with no third division in academic records.
- MBA in HRM will be given preference.

Special Requirement:

Should have the sound knowledge on Labor Laws, Disciplinary Proceedings. Working experience in technology based environment will be given preference.

Application Procedure: Interested candidates are requested to visit bdjobs.com for detail information and submission of application within **January 25, 2022**. We are an equal opportunity employer.

*Conditions Apply

Community Bank

• Trust • Security • Progress