HUMAN RESOURCE EXECUTIVE

Job Ref. No: #JDMPR2693

2024 - 2025

- **Company Name** : Moris Media LLC
- **Designation** : Human Resource Executive
- **Job Type** : Full Time
- **Industry** : Media & Marketing Industry
- **Department** : Human Resource Department
- **Work Model** : Remote
- **Salary** : Negotiable Salary

www.morismedia.com

About morismedia

Moris Media is a professionally managed public relations, digital marketing and reputation-management organisation with 12+ years of industry experience, recognised as one of the world's leading PR and digital marketing boutique agencies, working across 40+ countries.

Job Summary

Moris Media is currently hiring for **Human Resource (HR) Executive** in Bangladesh. This role is pivotal in managing and overseeing various HR functions to support our growing team. The Human Resource Executive will be responsible for executing HR policies and procedures, ensuring compliance with labor laws, and fostering a positive work environment.

Key responsibilities include managing the recruitment process from job posting to interviewing and onboarding new hires. The role involves maintaining employee records, handling payroll, and administering employee benefits. You will also be tasked with addressing employee queries, resolving conflicts, and implementing performance management systems to enhance employee satisfaction and productivity.

In addition, the Human Resource Executive will support organizational development initiatives, including training and development programs designed to upskill employees and align their growth with company goals. Effective communication and interpersonal skills are essential, as the role requires frequent interaction with staff at all levels, as well as the ability to handle sensitive information with discretion.

The position may require occasional travel and a proactive approach to problem-solving. The ideal candidate will demonstrate a strong understanding of HR best practices, possess the ability to work independently, and have a commitment to supporting both the employees and organizational objectives. This is a unique opportunity to contribute to a dynamic and innovative team at Moris Media, ensuring that our human resources are managed effectively and with a focus on continuous improvement.

Primary Responsibilities

- Manage the end-to-end recruitment process, including job postings, screening candidates, conducting interviews, and onboarding new hires.
- Implement and enforce HR policies and procedures to ensure compliance with labor laws and company standards.
- Maintain accurate and up-to-date employee records, including personal details, employment history, and performance evaluations.
- Oversee payroll processing, ensuring timely and accurate compensation for all employees.
- Administer employee benefits programs, including health insurance, retirement plans, and other perks.
- Address employee queries and concerns, providing support and guidance on HR-related issues.
- Resolve conflicts and mediate disputes between employees to maintain a harmonious work environment.
- Develop and manage performance management systems, including setting objectives, conducting appraisals, and implementing improvement plans.
- Support organizational development initiatives by designing and coordinating training and development programs aligned with company goals.
- Ensure effective communication across all levels of the organization, facilitating smooth interactions between staff and management.
- Handle sensitive information with discretion, maintaining confidentiality in all HR matters.

- Conduct regular audits to ensure compliance with HR policies and legal requirements.
- Proactively identify and address areas for improvement within HR processes and practices.
- Coordinate with external agencies and vendors as needed for recruitment, training, and other HR functions.
- Be open to occasional travel for meetings, conferences, or recruitment events as required.

Required Skills

- 1-3 years of experience in human resources, demonstrating proficiency in managing various HR functions and processes.
- Strong understanding of HR best practices, labor laws, and regulatory compliance.
- Proven ability to handle recruitment processes, including job postings, candidate screening, and onboarding.
- Experience in managing payroll and administering employee benefits.
- Effective communication skills, with the ability to interact confidently and professionally with employees at all levels.
- Strong problem-solving skills, with the capability to address and resolve employee concerns and conflicts.
- Proficient in maintaining accurate and confidential employee records.
- Experience in implementing and managing performance management systems.
- Ability to design and coordinate training and development programs to support employee growth.
- High level of organizational skills and attention to detail, with the ability to manage multiple tasks efficiently.
- Proficient in using HR software and tools for managing HR activities and processes.
- Comfortable with occasional travel for meetings, recruitment events, or other HR-related activities.
- Confident and outspoken personality, with the ability to represent the HR department effectively.
- Ability to work independently and as part of a team, showing initiative and adaptability.
- Strong interpersonal skills, with the ability to build positive relationships and foster a collaborative work environment.
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Qualifications & Experience

Qualification Required:

- A bachelor’s degree in Human Resources, Business Administration, Psychology, or a related field is preferred.
- Open for travel if required, demonstrating flexibility and willingness to attend meetings or events as needed.

Technical Specifications:

- High-performance Laptop or Desktop: A powerful computer with adequate processing power and memory to handle HR tasks efficiently.
- High-speed Broadband Internet Connection: A stable and reliable internet connection essential for accessing

online resources, collaborating with colleagues, and transferring files.
- Virtual Workstation: A dedicated workspace, either physical or virtual, to maintain a productive and organized work environment free from distractions.

Salary:

- We offer a competitive salary and benefits package. We are committed to fair compensation and are open to discussing salary based on your experience, skills, and personality. (Salary details will be discussed further if shortlisted).

Apply Only Through the Official Job Page

Candidates must review the complete job description, eligibility requirements, work model, location and experience expectations before submitting accurate and updated information through the official application form.

Submitting an application does not guarantee shortlisting, an interview or employment. Moris Media does not request registration charges, security deposits, training fees or candidate payments through its official recruitment process.

APPLY ONLINE HERE

Career Opportunities Across Borders

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