

We are Hiring!

Regional Business Coordinator, for all over the Bangladesh.

Employment Status: Full-time

Vacant Position: N/A

Work Station: Dhaka, Chittagong, Khulna, Rajshahi, Barishal, Sylhet, Mymensing, Rangpur

Salary: Negotiable

Service Benefits: Festival Bonus, Gratuity, Performance Bonus, Insurance & Medical Coverage

Job Responsibilities

- Supporting & Implementing all Bulk hiring & Recruitment of the given Region
- Training Support through the region proper training implementation
- People Management of Points & Regional offices
- Coordinate Billing & COD Collection Process with support of Point Supervisor & Area Manager
- Work for the final settlement & Claims of Regions
- Payroll Data handling for monthly salary preparation with proper
- Business Compliance Monitoring to implement proper Business Strategies
- Proper Utilization of Regional Finance Reporting
- Coordinate General Admin, Billing, documentation procedure
- Coordinate to Maintain proper Supply Chain process with team
- Work for Attrition Control & productivity increases
- Point & Regional Office Visit on regular basis
- Administrative Compliance Maintain in all Regional Offices
- Employer Branding Plan Execution with support of Lead
- Be one stop solution for any sort of dispute & issues of the own region
- Collaborate with cross functions people for any sort of issues
- Manpower data analysis & reports to Lead & Manager

Requirements:

- 1-3 years of direct Regional HR & Finance or Experiences from tech or logistics organizations
- Graduation concentrating HR & Finance of SCM will be plus
- Bachelors/Masters in HRM is preferable with a decent score in the CGPA
- Excellent team player & collaborative
- Work with extreme pressure & meet the strict deadline
- Advance level expertise in MS Office, G-suit
- Passionate of Travelling

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Email us through career@paperfly.com.bd