



**IPDC Finance Limited (IPDC)** is Bangladesh's first private sector financial institution established in 1981. Today, IPDC is the fastest growing financial institution with strongest balance sheet, catering to Corporate, SME and Retail market segments. In line with the business expansion plans currently underway, IPDC is seeking recruitment for fresh and energetic candidates for HR Department who can add value to the journey to live unbound.

**Job Title:** Executive-HR

**Vacancy:** 1

**Job Location:** Dhaka

**Reporting to:** Head of HR

**Position Summary:** Responsible for assisting in talent acquisition and HR Services.

**Key Responsibilities:**

- Prepare and post job advertisement in various sources based on requisition and JD.
- Shortlist potential candidates and arrange necessary coordination for an interview.
- Conduct reference/ background check and verify educational certificates of selected candidates.
- Execute necessary joining formalities of new joiners.
- Update necessary changes in HRIS.
- Assist in HR Operations, if necessary.

**Education & Experience Requirement:** Minimum BBA/ Bachelor, major in HR from a reputed university with 1 to 3 years' experience in the relevant field.

**Job Requirements:**

- Ability to multi-task.
- Good interpersonal skill.
- Negotiation skill.
- Proactive, hardworking and effective team player.
- Sound knowledge of MS Office package.
- Excellent written and oral communication skill (both English & Bangla).

**Compensation and Other Benefits:** As per company policy.

**How to Apply:** If you have the right attitude, passion and dedication in escalating your career with IPDC, please visit our website ([ipdcbd.com](http://ipdcbd.com)) career section or send your CV to [career@ipdcbd.com](mailto:career@ipdcbd.com), mentioning the position you are applying by September 3, 2017.

IPDC is an equal opportunity employer and prohibits discrimination and harassment of any kind. Only short-listed candidates will be contacted for interview as per recruitment process.

