



In Search of Excellence

SQUARE TEXTILES DIVISION is a venture of SQUARE GROUP, which has the most sophisticated vertically integrated composite RMG setups in the country. SQUARE Textiles Division is producing the best quality yarns, denim fabrics, woven fabrics, knit fabrics and readymade garments for the leading brands in the world. Right now we are looking for smart, energetic and result oriented team members, who will share our pride with us and support our continuous growth. If you think you have what it takes to be a member of SQUARE, do not wait to apply as:

Executive, HR & Administration

Major duties and responsibilities:

- Oversee HR & Admin related activities of factory premises to ensure smooth operations.
- Manage database for attendance related matters.
- Maintain payroll operations and compensation issues by following company policies and procedures.
- Organize & coordinate annual performance appraisal process.
- Perform in formulating HR Policies in compliance within legal and regulatory framework.

Work Station: Factory located in Bhaluka, Mymensingh.

Pre-requisite to apply:

- Educational Qualification:
 - Masters in HRM/Management/Public Administration from any Public or Reputed Private University.
 - PGD in HRM will add preference.
- At least 3 years in relevant field is required in any reputed and compliance based Garments Factory. Experience in payroll activities is preferred.
- Age Limit: At most 38 Years.

Please apply with a complete Resume, consisting of recent passport size color photograph, within **Tuesday, May 13, 2025** by applying to BD Jobs Portal.

[Apply Online](#)

Only short-listed candidates will be called for further selection process.