



## Position: **Head of HR and Administration, Group**

### **Roles and Job Responsibilities:**

The Head of HR & Administration will be responsible for the management of the day-to-day operations of all HR personnel and administrative matters as per HR procedures and policies. The Head of HR & Administration will also be responsible for the delivery of efficient and accurate HR & Administration processes and support through the effective coordination and management of the HR & Administration support team.

S/he will take full ownership of the operational delivery of HR & Administrative services, ensuring that quality service is provided to all employees and internal stakeholders in line with the company's business's policies, procedures, and legislative requirements.

The Person will close will closely work with Sales, Marketing, Supply Chain Management, Finance, Care and other departments and directly reporting to CEO of the company.

### **About SEBL Group:**

SEBL is a prominent Bangladeshi Conglomerate specially focused on Import, Export, Distribution, Retail Chain, E-commerce, Digital Marketing Agency, Manufacturing, Real Estate & Development, Constructions & Renewable Energy Business. SEBL is the National Distributor of World's 3rd largest smartphone brand XIAOMI. Currently it has 12 business wings running with over 1000 people working across the country.

### **Job Descriptions:**

The key role and job responsibilities of Head of HR & Administrations are given below:



1. Manage Day to Day HR and Administration operations of employee-relation functions.
2. Collect, store and managing important documentations in both electronic and hard copy format through a clear and concise data base system. Introduce HR MIS System/Report and share with management at monthly basis.
3. Prepare employee documentations inclusive but not limited to employment contracts, promotion, rotation, transfer, termination, employee settlement documentation, and offers of employment, etc.
4. The Head of HR and Administration will assess existing employee skills, performance, capability, productivity, business knowledge and share his/her HR Management plan with SEBL Group management. S/He will take full ownership to initiate cost savings initiatives through employee skills and capability development, training, awareness, job skills enhancement, head count adjustments, rotation and transfer from one unit to another unit.
5. The Head of HR & Administration will prepare standard HR & Administration Policies and Procedures Manual considering with current Group business wings, standard rules, process, industry best practice, country labor laws and ILO Conventions;
6. S/he will ensure Policy and Procedures compliance at all levels. He will create awareness, conduct training, develop soft skills and promote employee productivity.
7. S/he will lead to prepare HR & Administration Strategy in line with company short term and long-term goal. Will be fully responsible to prepare periodic HR and Administration budget and rolling forecast.
8. S/he will work with collaborative approach with Sales, Distribution, Marketing, Production, Finance and other team. S/he will extend his full support as HR business partner to other department and resolve cases arise time to time. S/he will be sole responsible for pay payroll management accurately and disburse employee salary on time.
9. The Head of HR & Administration will ensure that all payroll instructions are prepared, logged, and submitted to the Payroll Manager in a timely manner, meeting the business's monthly payroll run, for example, new starters, contractual variations, leaves, staff benefits, incentive, bonuses, other allowances and contractual benefits.
10. Development overall human resources strategies to guarantee the implementation of HR best practice across the business and in accordance with specified business objectives. Design and develop Organizational Development (OD) Plan for sustainable business growth.
11. The Head of HR & Administration provides day-to-day advice to departmental heads, managers, and employees on general HR related policies and procedures. He will ensure HR support to employees and their work process execution smoothly. He will take full ownership of company's vehicle operations management system improvement.
12. The Head of HR & Administration will make strong PR with local administration, Govt office, law and enforces agencies, stakeholders, business associations/body and secure and promote SEBL Group business interest.

13. The Head of HR & Administration will ensure safety and security for all establishments, shops, vehicles, business properties, factories, employees and security team of SEBL Group at 24/7. He will prepare and share safety and security report to management on weekly and monthly basis.

14. S/he will perform any other job and responsibilities as may deem fit and given by SEBL management to him time to time.

## Skills and Specifications

**I. Field Knowledge:** It is very necessary to have required knowledge of the HR functions, industry, competitions and the related sector.

**II. Knowledge on HR Best Practices:** S/he should have in depth knowledge on HR Policies, Process, Rules, Country Labor Laws, Govt. Circulars, ILO Conventions, etc.

**III. Other Skills:** The other required skills in a candidate are that the candidate should have business partnering skills with peers, required excellent Microsoft Word, Power Point Presentation and Excel skills.

**IV.** The person should be able to put attention to detail and a keen eye upon work.

## Education and Qualifications

- Business Graduate from IBA, DU/BBA (Management) DU, BBA, NSU/BRAC/IUB along with 8-10 years' work experience as Senior HR & Administration Manager/GM/Head of HR or similar role in MNCs or Large Corporate.

- Good Communication, Reporting Writing, Presentation and Leadership Skills.

- Honest, Dedicated, Good team player, able to work under pressure.

**Job Location:** Gulshan 2

**Salary:** Negotiable



Interested candidates are requested to send their  
CV to: [hr@solarelectrobd.com](mailto:hr@solarelectrobd.com)  
with the subject line "Head of HR and Administration".  
**Application Deadline: 31<sup>st</sup> January, 2021**