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info@mirfootwearltd.com | ✉️

www.mirfootwearltd.com | 🌐

4, Joykali Mondir Road, Wari, Dhaka-1203. : Corporate Office | 📍

Dasergaon, 1 No Ward, Musapur Union, Bandar, Narayanganj, Dhaka: Factory Address | 📍

Job Title : HR & Administration Manager

Mir Footwear Limited

House #4, Joykali Mondir Road, Wari, Dhaka-1203.

Job Context

Mir Footwear Limited is a growing footwear manufacturing company committed to operational excellence, compliance, and people development. We are looking for a competent and experienced **HR & Administration Manager** to oversee human resource management, factory administration, compliance, and employee welfare to support smooth factory operations and sustainable growth.

Job Responsibilities

Human Resource Management

- Plan, implement, and manage HR policies, procedures, and systems
- Handle recruitment, selection, onboarding, and manpower planning
- Maintain employee records, personal files, attendance, leave, and payroll coordination
- Manage performance appraisal, promotion, and disciplinary actions
- Ensure proper implementation of labor laws and company policies

Factory Administration & Compliance

- Oversee factory administration, security, housekeeping, and canteen operations
- Ensure compliance with Bangladesh Labor Law and buyer compliance requirements
- Coordinate audits (social, compliance, internal) and corrective action plans
- Maintain licenses, registrations, and statutory documents

Employee Relations & Welfare

- Maintain healthy industrial relations between management and workers
- Handle worker grievances, counseling, and dispute resolution
- Manage employee welfare activities, benefits, and engagement programs
- Monitor discipline, attendance, and workplace behavior

Training & Development

- Identify training needs and arrange skill development programs
- Coordinate induction and compliance training for employees
- Support leadership and productivity improvement initiatives

Coordination & Reporting

- Coordinate with Production, Merchandising, Accounts, and Management
- Prepare HR reports related to manpower, attendance, turnover, and compliance
- Support management in strategic HR planning and decision-making

Educational Requirements

- Bachelor/Honors Degree
- Masters Degree
- Graduate/Post Graduate in HRM, Management



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Additional Requirements

- Strong knowledge of Bangladesh Labor Law and factory HR practices
- Experience in footwear or manufacturing industry will be preferred
- Computer literacy is mandatory
- Excellent command of MS Excel, MS Word, e-mail, and internet browsing
- Knowledge of HR software / ERP systems will be an advantage
- Good command of the English language (written and verbal)
- Strong leadership, problem-solving, and decision-making skills
- Ability to work under pressure and manage factory-level challenges
- Honest, responsible, polite, and positive personality

Employment Status

Full Time

Job Location

Dasergaon, 1 No Ward, Musapur Union, Bandar, Narayanganj

Job Experience

5 To 7 Years (Manufacturing / Footwear Industry Preferred)

Compensation & Other Benefits

Salary and benefits will be provided **as per company rules**

Skills & Expertise

- Human Resource Management
- Factory Administration
- Labor Law & Compliance
- Recruitment & Manpower Planning
- Employee Relations & Welfare
- Training & Development

Company Information

Company Name : Mir Footwear Limited

Website : www.mirfootwearltd.com

Corporate Office : House #4, Joykali Mondir Road, Wari, Dhaka-1203.

Factory Address : Dasergaon, 1 No Ward, Musapur Union, Bandar, Narayanganj.

Send Your CV Via This Email : career@mirfootwearltd.com