

Career Opportunity at Drug International Limited

Junior Officer / Assistant Officer (HR)

Vacancy: Not specific

Job Responsibilities

- Assist with job postings, screening resumes, scheduling interviews, and conducting orientation for new hires
- Maintain and update employee files, databases, and records (including electronic records) with high confidentiality
- Monitor daily attendance, process leave applications, and track employee time-off.
- Handle day-to-day HR queries, explain company policies, and support employee welfare activities
- Assist in coordinating performance appraisal cycles, collecting feedback, and updating performance documentation
- Ensure company policies, procedures, and local labor laws are implemented
- Prepare, update, and manage HR reports on topics like turnover, attendance, or training
- Assist to pay Final Payment
- Any other task assigned by the management.

Employment Status: Full-time

Educational Requirements

- Bachelor of Business Administration (BBA) in Human Resource Management
- Master of Business Administration (MBA) in Human Resource Management

Additional Requirements

- Age at most 30 years
- Fresh candidates only

Job Location

- Dhaka

Salary

- Negotiable

Compensation & other benefits

- Provident fund, Profit share, Gratuity
- Salary Review: Yearly
- Lunch Facilities: Full Subsidize

Apply Instruction:

[Apply Online](#)

Application Deadline: April 26, 2026

Company Information

Drug International Limited

Address: 17, Bir Uttam K.M. Shafiullah Road
(Green Road), Dhaka-1205

Web: www.drug-international.com

WALK-IN INTERVIEW

Better Life Through Better Medicine

Drug International Ltd. has a long record of solid reputation as one of the leading pharmaceutical company, having business operations both locally and internationally. We believe our mission is to ensure better life through better medicine. We are seeking for self-driven, young and energetic candidates for the post of

MEDICAL PROMOTION OFFICER

Key Responsibility:

- Professional information sharing to medical practitioners
- Achieve sales objectives through generating Prescription & create new markets

Eligibility:

- Graduate/Master's in any discipline
- Age below 30 years
- Fresh candidates only
- Male candidates only
- Willing to work anywhere in Bangladesh

INTERVIEW LOCATION

Drug International Limited

KHWAJA ENAYETPURI (R) TOWER,
17, Bir Uttam K.M. Shafiullah Road
(Green Road), Dhaka-1205, Bangladesh.

FRESH CANDIDATES ONLY

DATE & TIME OF INTERVIEW

25th April 2026
from 8:00 AM to 10 AM

Compensation & Benefit:

- Gratuity, Provident Fund
- Profit Share
- Salary Review Yearly
- Bonus
- TA/DA
- Motorcycle

Documents to bring:

- Complete resume/CV
- 2 copies recent passport size color photographs



**DRUG
INTERNATIONAL
LIMITED**

www.drug-international.com