

Kazi Farms Group

Officer-Sales Administration(Chilled Chicken)

Application Deadline : 25 May 2026

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Summary

Vacancy: --

Experience: 1 to 3 years

Location: Dhaka (Dhanmondi)

Published: 18 May 2026

Salary: Negotiable

Applicants are encouraged to submit **Video CV**.

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Application Insights

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Requirements

Education

- Bachelor's/Master's degree in any discipline.

Experience

- 1 to 3 years
- The applicants should have experience in the following business area(s): Agro based firms (incl. Agro Processing/Seed/GM), Animal/Plant Breeding, Bakery (Cake, Biscuit, Bread), Beverage, Manufacturing (FMCG)

Additional Requirements

- 1-3 years of experience in Sales Administration or related administrative roles.
- Proficiency in data entry and data management.
- Strong organizational and time management skills.
- Familiarity with ERP software and strong command of Microsoft Office Suite.

Responsibilities & Context

- Perform accurate data entry tasks to maintain sales records and databases.
- Process requisitions efficiently, ensuring timely procurement of required materials.
- Update customer ledgers regularly to reflect accurate account information and transactions.
- Monitor credit accounts and assist in managing credit limits and collections.
- Approve daily orders in accordance with company policies and procedures.

Skills & Expertise

Suggested by **bdjobs**

Sales & Marketing

Marketing

ERP Software

Data Entry

Time Management

Compensation & Other Benefits

- The remuneration will be competitive and will depend on the qualifications, experience, and profile of the candidate as per Company policy.
- Festival Bonus, Gratuity, PF, Medical allowance, Profit share, T/A & D/A, Earn Leave encasement, Handset allowance & Mobile bill, Wedding Allowance, Yearly Salary Review.

Workplace

Work at office

Employment Status

Full Time

Job Location

Dhaka (Dhanmondi)

Read Before Apply

Candidates meeting the above-mentioned criteria are requested to send their updated CV with a recent photograph by 25 May 2026 to ta@kazifarms.com or apply online through bdjobs.com. Please mention the position applied for in the subject line of the email.

Company Information

Kazi Farms Group

Address:

House # 35 (9th Floor), Road # 2, Dhanmondi R/A, Dhaka- 1205

Business:

Kazi Farms Group is one of the largest agro-industrial groups active in various business areas including Poultry, Hatchery, Feed Mill, Ice Cream, Frozen Food, Information Technology and Television Channel.

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Kazi Farms Group

Transport Engineer (Assistant Manager)

Application Deadline : 07 Jun 2026

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< All Requirements Responsibilities Skills & Expertise Salary & Benefits Company Information >

Summary

Vacancy: --

Experience: 5 to 7 years

Location: Anywhere in Bangladesh

Published: 17 May 2026

Salary: Negotiable

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Requirements

Education

- Bachelor of Science (BSc) in Mechanical Engineering, Automobile, Electrical & Electronic Engineering
- Diploma in Engineering in Mechanical Engineering, Automobile
- Diploma in Power Technology
- Specialized training in automotive technical systems or transport management will be considered an added advantage.

Experience

- 5 to 7 years

Additional Requirements

- Candidates should demonstrate direct work-on-hand experience in diagnosing automotive systems
- Strong knowledge of transport and fleet management.
- Good understanding of vehicle maintenance and transportation compliance.
- Excellent leadership, coordination, and problem-solving skills.
- Proficiency in MS Office and transport-related reporting.
- Good communication and interpersonal skills.

Responsibilities & Context

Job Context

The transport division of Kazi Farms Group works with skilled resources to serve one of the biggest poultry supply chain & logistics of the country. The company works extensively to improve resource skills, work process, work environment and on-the-job learning and development opportunities that helps in career progression and retaining talents. The transport division has ERP based fleet management system, an intelligent platform to make logical interaction between the vehicles, delivery network of supply chain and human resources, i.e., technicians, drivers, engineers. Our vehicles are also controlled by smart monitoring systems such as GPS and Dash Cam and the most recent safety features are used to prevent road mishaps.

Key Responsibilities

- Supervise and manage daily transport operations to ensure smooth movement of vehicles, goods, and personnel.
- Monitor transport costs and take initiatives to improve operational efficiency and cost control.
- Plan and monitor maintenance, servicing, and repair of fleet vehicles to ensure maximum vehicle availability and operational efficiency.
- Provide technical support and troubleshooting guidance for vehicle-related issues in coordination with workshop teams and drivers.
- Develop and maintain transport SOPs, safety standards, operational procedures, and performance monitoring systems.
- Ensure compliance with company policies, transport regulations, vehicle documentation, and safety requirements.
- Maintain regular communication with internal departments, vendors, and stakeholders for smooth transport operations and issue resolution.
- Prepare transport-related reports, MIS, and operational updates for management review while leading training and development programs for drivers and mechanics.

Skills & Expertise

Cost optimization Fleet management Inventory Management Technical Troubleshooting Vehicle Maintenance

Suggested by **bdjobs**

Transportation Management Reporting Automotive Repairing Road Transport Operation Cost control Technical Support
Troubleshooting

Compensation & Other Benefits

- Mobile bill, Medical allowance, Profit share, Gratuity
- Salary Review: Yearly
- Attractive remuneration will be offered depending on the profile of the candidate.
- Benefits: Festival Bonus, T/A & D/A, Earn Leave encasement, Handset allowance, Wedding Allowance.

Workplace

Work at office

Employment Status

Full Time

Job Location

Anywhere in Bangladesh

Company Information

Kazi Farms Group

Address:

House # 35 (9th Floor), Road # 2, Dhanmondi R/A, Dhaka- 1205

Business:

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Kazi Farms Group

Deputy Manager/ Manager - Employee Relations & Administration

Application Deadline : 21 May 2026

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All

Requirements

Responsibilities

Salary & Benefits

Company Information

Summary

Vacancy: --

Experience: 7 to 8 years

Location: Bhola, Gazipur, Panchagar...

Published: 14 May 2026

Salary: Negotiable

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Requirements

Education

- BBA/MBA in HRM from reputed university

Experience

- 7 to 8 years

Additional Requirements

- Adequate exposure in dealing with worker grievance, and disciplinary actions.
- Thorough understanding of Bangladesh labour and industrial laws.

Responsibilities & Context

- Develop, implement and execute effective process for proper functioning of ER responsibilities in the organization and maintain uninterrupted business operations in compliance with government/statutory requirements.
- Monitor and supervise overall HR & Admin Operations, such as safety and security of premises, various daily/monthly expenses, payroll management, bank account opening for new joiners, final settlement etc. Ensure monthly salaries, benefits and outstandings are disbursed on time.
- Ensure the renewal, maintenance and updates of all regulatory licenses. Monitor availability of required register as per Bangladesh labor law for the organization.
- Provide logistic support to all departments for smooth operation.
- Manage employee grievances and all disciplinary issues in line with BLA-2006 & BLR-2015. Coordinate with corporate HR team to execute the process in line with organization rules.
- Oversee the recruitment process; monitor completion of joining formalities and verification of personal information.
- Prepare yearly training plan and conduct training as per schedule for skill development of staff and to update on company policies for reducing grievances and violations of code of conduct.
- Maintain liaison with concerned government authorities and stakeholders and coordinate with key government officials to ensure that the organization operates within the national legal framework.
- Be proactive in identifying scope for improving work efficiency & productivity for all departments.

Compensation & Other Benefits

- Attractive remuneration will be offered depending on the profile of the candidate.
- Benefits: Gratuity, Provident Fund, Medical allowance, Profit share, T/A & D/A, Earn Leave encasement, Handset allowance & Mobile bill, Wedding Allowance, Yearly Salary Review.

Workplace

Work at office

Employment Status

Full Time

Job Location

Bhola, Gazipur, Panchagarh, Rangpur, Sylhet

Read Before Apply

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Company Information

Kazi Farms Group

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