



**ZAKAT**  
FOUNDATION  
of AMERICA

*The Leader in Empowering Lives Through Zakat*

## **Admin. & HR Officer** **ZFA Bangladesh Office**

### **Job Description**

The Admin. & HR Officer is responsible for all providing Admin. & HR support to the Zakat Foundation of America - Bangladesh office. The Admin/HR. Officer will report directly to the Country Director and will be assisting the Country Director in the overall administration and HR issues of the country office. S/he will organize and manage all office administrative tasks and have responsibility for providing a variety of activities related to human resources administration including recruitment, staffing, compensation, Human Resources Information Systems, benefits, employee relations, training, and employment regulatory compliance. This position will provide HR support to all staff, maintain close communication relationships with the technical team as well as operational and financial staff, as relevant, and perform other duties, as assigned

### **Duties and Responsibilities**

- Provide Admin. & HR support to the Bangladesh office staff as needed.
- Welcomes visitors by greeting them, in person or on the telephone;
- Answers incoming calls in a timely manner positively and warmly.
- Accurately directs caller to the appropriate employee courteously and professionally.
- Takes and delivers accurate phone messages, with call back numbers and detailed information legibly written, and promptly relays messages to proper staff.
- Responsible for all incoming and outgoing mail.
- Purchase office supplies, keep stock and account of Bangladesh office assets and property, to include all equipment and furniture.
- Assist in organizing meetings, workshops, and other events.
- Handle travel arrangements for staff members when necessary.
- Maintain organized filing systems for personnel and other files as needed
- Responsible for keeping minutes to all meetings.
- Assist in logistics and programs by maintain records pertaining to the administration of various programs of Bangladesh office.
- Other duties as assigned

### **Human Resources**

- Responsible for maintaining confidential HR files for all staff.
- Track and documenting all ongoing HR activities, Paid time off, Sick leave, etc.
- Maintain attendance and leave record of staff.
- Facilitate staff recruitment process.
- Generate HR Timesheets (as needed) with detailed information at the end of each month in consultation with the finance officer

### **Qualifications & Experience**

1. A bachelor's degree in business administration or other relevant field of study.



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2. Minimum of 2 years of experience in Admin. & HR duties in office environment,
3. Fluency in English. Knowledge of one or more local languages is desired.
4. Proficiency in Microsoft Office particularly Microsoft Excel.
5. Strong organizational, interpersonal, and oral communication skills required

### **Environment**

1. This position is open for Bangladesh nationals only.
2. Workplace is smoke-free and drug-free environment.
3. ZFA is an Equal Opportunity Employer