



## Vacancy Announcement

The Leathergoods And Footwear Manufacturers & Exporters Association of Bangladesh. (LFMEAB) is the recognized trade body that represents most of the major export-oriented manufacturers & exporters of leathergoods & footwear in Bangladesh. We are currently seeking an ambitious individual to join this team in the role of Officer/Senior Officer (Compliance & Project) to take care of the members, workforce and their properties.

Position: Officer/Senior Officer (Compliance & Project).

Vacancy: 1

### Responsibilities:

- To assist & report to Head of Service & Compliance.
- Undertake fire risk assessments and compile emergency action plans for member factories.
- To ensure & implement factory compliance requirements as per LFMEAB Compliance Standard and legal requirements.
- Conduct Factory visit and Audit.
- Advice member factories to take remedial masers on all non-compliance findings.
- To prepare & update of all compliance related documents/registers as per requirement
- Ensure safety, product safety and compliance activities in workplace.
- Conduct training as per requirement of the association.
- Perform tasks related to projects.
- Perform any other task given by the association.

### Qualification:

- Minimum 4 years Bachelor degree on Electrical Engineering from any reputed university.
- 5+ years of experience in the related field. Factory level working experience will get preference.

### Skills:

- Good verbal and written communication skills.
- IT skills including Microsoft Office, particularly Word, Outlook, Excel and PowerPoint.
- Excellent organizational skills.
- Ability to work independently on own initiative.
- The applicant has ISO 14001 and other lead auditor certificate or any train the trainer (ToT) certificate will get preference.
- The applicants should have experience in the following business area(s): Leather Goods & Footwear and RMG for at least 3-5 years.

Salary: Negotiable

Other benefits: As per Association policy

Employment Status: Permanent

Job Location: Head Office, Dhaka

Interested candidates may send their updated CV and relevant documents with cover letter in a single PDF file to the following address by 20 April, 2025:

Association Information:

Secretary General,  
Leathergoods And Footwear Manufacturers & Exporters Association of Bangladesh (LFMEAB).

Harbour Gulshan Link, Ta-94/B (1<sup>st</sup> & 2<sup>nd</sup> Floor), Middle Badda, Gulshan Link Road, Dhaka-1212.

Candidates also can send the CV's by the following email address in one single pdf file.  
E-mail: [info@lfmeab.org](mailto:info@lfmeab.org)