



## 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 Senior Officer (Compliance) to take care of the members, workforce and their properties.

Position: Officer/Senior Officer (Compliance)

Vacancy: 1

### Responsibilities:

- To assist & report to Head of Compliance.
- Factory visit and conduct Audit.
- To ensure & implement factory compliance requirements as per LFMEAB Compliance Standard and legal requirements.
- To advice member factories to take remedial masers on all non-compliance findings.
- To prepare & update of all compliance related documents/registers as per requirement
- To ensure workers safety issue about health & safety, fire safety, accident & rout case analysis.
- Ensure safety, product safety and compliance activities in workplace.
- Conduct training as per requirement of the association.
- Perform ant other task given by the association.

### Qualification:

- Graduation degree from any reputed University.
- 5+ years of experience in the related field.
- Strong knowledge of labor laws, social compliance, OHS, compensation, benefits, attendance, leave management, factory HR administration, legal compliance, code of conduct, performance & career management, training & development.

### 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)