



Footwear Leathergoods & Accessories Exporters Association (FLAXA)

JOB CIRCULAR

Executive/Senior Executive, Research & Policy

Vacancy

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Job context

Key responsibilities are to carry out research on the industry business and provide updated information with sufficient data to the management. Proactively contributing to Knowledge and Resource Center (KRC) and implementing website-related services. The person will produce capacity in delivering KRC services and engage in correspondence through communication support. S/he will develop KRC materials, curate website contents, maintain the FLAXA website and renders supports regularly.

Job responsibilities

- Assisting in develop policy paper, writing policy related letters, research documents, and preparing presentation.
- Monthly/quarterly/half-yearly data analysis of the leather, footwear & leather goods export market of Bangladesh
- Maintaining **Knowledge and Resource Center (KRC)** email efficiently and responding to members queries and associated communication.
- Reporting and documentation of market trends, business, and other research based on data analysis.
- Regular monitoring and tracking of market trends, business, and other research analyses of competitor countries.

Employment Status

Full-time

Educational requirements

- Master's Degree in Business Administration, Public Administration, Finance & Banking.
- Degree related to making leather, leather products, footwear, and statistics would be preferable.
- Excellent written and oral communication skills in English and Bangla. Able to translate information and insights into advice, plans, and reports.
- Applications from graduates of public and reputed private universities are preferable.

Experience Requirements

- Experience of 1 to 5 years in the related field will add value.

Additional Requirements

Computer Literacy in MS Office and IT

Job Location

Dhaka

Salary

Negotiable

Compensation & other benefits

As per association policy.

Interested candidates are requested to submit their CVs along with a cover letter at info@flaxa.org.bd by 30 June, 2026. Only short-listed candidates will be contacted. For more information visit: www.flaxa.org.bd.