

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 our team in the role of Executive.

Position: Executive

Vacancy: 01

Responsibilities

- Endorsement of GSP forms as received from the members.
- Payment receive and statement preparation for accounts.
- Collection of participants for the different Events/Programs/Training.
- Data Entry (GSP, Export Certificate, Non GSP, REX, SAFTA)
- Receive, sort and distribute daily mail/deliveries
- Monitor logbook, issue visitor badges.
- Update calendars and schedule meetings
- Respond, screen and forward incoming phone calls.
- Management of the front desk
- Greet and welcome guests as soon as they arrive at the office.
- Perform any other official task given by the association.

Requirements and skills:

- 4 Years Graduation degree from any recognized University.
- Proficiency in Microsoft Office (MS Word, Excel, Power point) and outlook.
- Knowledge on using office equipment.
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks.
- Member- Client service attitude

Salary: Negotiable.

Other benefits: As per association policy

Employment Status: Permanent (6 months' provision period)

Job Location: Head Office, Dhaka

Interested candidates may also send their updated CV and relevant documents with cover letter in a single PDF file to the following address by 29th June, 2022:

Association Information:

Secretary General,
Leathergoods And Footwear Manufacturers & Exporters Association of Bangladesh
(LFMEAB),
Harbour Gulshan Link, Ta-94/B (1st & 2nd 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