

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 the country. We are currently seeking an ambitious individual to join this team in the role of Junior Auditor, compliance to take care of the members, workforce and their properties.

Position: Junior Auditor, Compliance

Vacancy: 1 (one)

Responsibilities:

- Conduct compliance audit in member factories based on the Bangladesh labour laws, rules & international code of conducts.
- Develop compliance audit plan.
- Management of the training programs, preparing audit schedule.
- Compliance data entry, analyzing the records and making all necessary updates.
- Preparing reports based on the results of external and internal audits.

Requirements:

- Minimum 4 years Bachelor degree in relevant subject from any reputed Public/private University.
- Minimum of 3 years' relevant experience in relevant field.
- Well understanding about Bangladesh labour law, rules, guidelines, and regulations.
- Strong attention to detail, analytical, and statistical skills.
- Good computer skills.
- Strong communication and multitasking skills.

Salary: Negotiable

Other benefits: As per policy

Employment Status: Contractual (2 years) with a possibility of retention as a permanent staff.

Job Location: Head Office, Dhaka

Application Information:

Secretary General, Leathersgoods 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 their CV and other documents by the following email.

E-mail: info@Lfmeab.org

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