

Apex Footwear Limited

Executive, Inbound Supply Chain

Matching Percentage PRO

Low Medium High

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Application Deadline : 08 Jul 2026

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- All
- Requirements
- Responsibilities
- Salary & Benefits
- Company Information

Vacancy: 1	Age: 26 to 30 years	Location: Gazipur (Kaliakair)
Salary: Negotiable	Experience: 2 to 4 years	Published: 08 Jun 2026

PRO Application Insights View ▾

Requirements

Education

- Bachelor of Science (BSc)

Experience

- 2 to 4 years

Additional Requirements

- Age 26 to 30 years

Responsibilities & Context

Import Process Management

- Drive end-to-end import processes for sea, air, and road shipments by coordinating with banks, insurance companies, C&F agents, shipping lines, and transport providers.
- Ensure timely execution of import activities from Proforma Invoice to final customs clearance and delivery to factory.
- Monitor shipment schedules and proactively resolve operational bottlenecks to avoid production disruption.

LC Documentation & Shipment Coordination

- Maintain proper liaison and timely communication regarding LC-related documentation, shipment status, and import compliance with banks, trade bodies, VAT authorities, customs, and other relevant stakeholders.
- Coordinate with production, stores, product management, and finance teams to ensure import requirements align with operational timelines.
- Ensure all shipping and import documents are accurate, complete, and compliant with regulatory and banking requirements.

Proforma Invoice Verifying

- Check and verify Proforma Invoices with accurate import descriptions, declarations, HS codes, quantity, value, and compliance requirements.
- Ensure correctness of import agreements between exporter and importer to prevent customs disputes, clearance delays, or financial discrepancies.

Shipment Monitoring & Reporting

- Maintain a complete and updated shipment follow-up file covering all import transactions.
- Prepare regular reports on shipment status, lead times, customs clearance progress, delayed consignments, and exception handling.
- Provide management with real-time visibility on inbound supply status for effective planning and decision-making.

Claims Management

- Manage claims related to loss, shortage, damage, or shipment discrepancies with carriers, freight forwarders, and insurance companies.
- Ensure timely documentation, investigation, and recovery processes to minimize financial loss and operational disruption

Compensation & Other Benefits

- Gratuity
- Lunch Facilities: Partially Subsidize
- Festival Bonus: 2
- Industry-standard compensation package
- Contributory Provident fund
- Life Insurance (Accidental and Hospitalization)
- Pick & Drop Facility
- Discounts in hospitals & diagnostic centers
- Daycare service

Workplace

Work at office

Employment Status

Full Time

Job Location

Gazipur (Kaliakair)

Company Information

Apex Footwear Limited

Address:

House # 06, Road # 137, Block # SE(D), Gulshan 01, Dhaka 1212

Business:

Apex Footwear Limited (AFL) is the leading manufacturer, exporter and retailer of leather footwear in Bangladesh. The company's export unit is the leader in leather footwear export with 15+ destinations across Europe, North America & Asia. The company's local unit comprising both Retail and Wholesale channels has a strong footprint with 250+ own retail outlets, 270+ authorized franchisee and 150+ listed distributors across the country. Being a renowned public limited company, AFL has employed more than 13,000 people and is fully compliant with the Corporate Governance Compliance Report. The company generated revenues of USD 175 million up to June 2017.

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Apex Footwear Limited Officer, Business Analyst

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Application Deadline : 22 Jul 2026

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- All
- Requirements
- Responsibilities
- Skills & Expertise
- Salary & Benefits
- Company Information

Vacancy: 1	Age: At most 24 years	Location: Dhaka (GULSHAN 1)
Salary: Negotiable	Experience: At most 1 year	Published: 22 Jun 2026

PRO View

Application Insights

Requirements

Education

- Bachelor of Business Administration (BBA)
- A minimum of 0-1 year of experience in project coordination, corporate communication, or executive support roles.

Experience

- At most 1 year
- Freshers are also encouraged to apply.

Additional Requirements

- Age At most 24 years
- Understanding of project management principles, timelines, and milestone tracking.
- Awareness of corporate communication practices and information flow management.
- Action Oriented & Results Driven
- Collaborates
- Communicates Effectively
- Customer Focus
- Being Resilient
- Instills Trust

Responsibilities & Context

- Conduct research on local and international business trends, industry developments, competitor activities, and emerging opportunities.
- Gather, validate, and analyze business data from various departments to support strategic decision-making.
- Prepare analytical reports, dashboards, executive summaries, and briefing notes for the CEO.
- Develop presentations and discussion materials for Board, Management Committee, and strategic review meetings.
- Analyze organizational performance indicators and highlight risks, opportunities, and improvement areas.
- Track strategic initiatives and assess progress against predefined objectives and KPIs.
- Support annual business planning, budgeting, and strategic review processes through data analysis and reporting.
- Conduct ad-hoc analyses and special projects assigned by the CEO.
- Translate complex business information into concise and actionable recommendations for executive review.
- Maintain and organize business reports, market information, and analysis documents for easy access and future reference.

Skills & Expertise

Data analysis

Compensation & Other Benefits

- Provident fund, Weekly 2 holidays, Gratuity
- Lunch Facilities: Partially Subsidize
- Salary Review: Yearly
- Festival Bonus: 2
- Life Insurance (Accidental and Hospitalization)
- Discounts in hospitals & diagnostic centers
- Pick & Drop Facility (Depends on availability)
- Daycare service
- Apex Family Discount on Apex products

Workplace

Work at office

Employment Status

Full Time

Job Location

Dhaka (GULSHAN 1)

Company Information

Apex Footwear Limited

Address:

House # 06, Road # 137, Block # SE(D), Gulshan 01, Dhaka 1212

Business:

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