



Aarong

Associate Officer, Production Coordination, Design

Application Deadline : 27 Jun 2026

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Vacancy: --
Published: 17 Jun 2026

Location: Dhaka

Salary: Negotiable

Applicants are encouraged to submit **Video CV**.

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Application Insights

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Requirements

Education

- A Bachelor's Degree (preferably in Merchandising) from any reputed university

Additional Requirements

- 1 year of experience in a merchandising or production is preferred
- Fresh graduates with strong communication and interpersonal skills are also encouraged to apply
- Proficiency in MS office (word, excel, power point)
- Manage samples of photo shoot and special events, ensuring timely availability and proper tracking

Responsibilities & Context

- Develop production plans based on sales targets provided by the Inventory Control team
- Translate production plans into designer assignments, obtain approval from the Design Team In-Charge/Head of Design, and distribute assignments accordingly
- Monitor and follow-up on production plans and designer assignments regularly, and submit weekly reports to the Supervisor and Team In-Charge
- Coordinate the dispatch of sample fabrics to producers through Production Through Producers (PTP) in line with their production capacity, ensuring smooth and timely sampling from Ayesha Abed Foundation (AAF) and Individual Producers (IPs) through effective monitoring
- Collect market fabric swatches and accessory samples from Procurement and complete requisitions in alignment with the market fabric plan
- Monitor and control fabric and accessory stock at the Processing Store on a regular basis
- Track fabric and accessory purchase orders and promptly raise concerns regarding any delays to prevent disruption to the overall production process
- Ensure optimum utilization of both old and current fabrics and accessories through effective designer assignment planning
- Distribute production work between AAF and IPs based on capacity, prepare capacity-wise assignments, and conduct follow-ups to ensure timely completion

Safeguarding Responsibilities:

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation
- Act as a key source of support, guidance and expertise in safeguarding for establishing a safe working environment
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action
- Follow the safeguarding reporting procedure in case any reportable incident takes place, and encourage others to do so

Skills & Expertise

Other Relevant Skills

- Production Planning
- Procurement
- Inventory Management

Compensation & Other Benefits

- Provident Fund, Gratuity, Festival Bonus, Health and Life Insurance, and others as per organization policy

Workplace

Work at office

Employment Status

Full Time

Job Location

Dhaka

Company Information

Aarong

+ Follow

Address:

Aarong Centre, 346, Tejgaon (I/A), Dhaka-1208

Business:

Aarong is Bangladesh's most popular lifestyle retail chain. This ethical brand began in 1978 as a humble means to empower rural artisans to rise above poverty. Today, with 33 retail stores across Bangladesh and over 100 fashion and lifestyle product lines, Aarong supports over 75,000 artisans with fair terms of trade. Revolutionizing the retail industry with high standards for quality and artistry, this iconic brand blends the traditional with the contemporary in ways that never cease to win consumer appeal both at home and abroad. We are proud to be an equal opportunity employer and will do everything possible to ensure that those who are suitable to work within our values and beliefs are recruited to work for us. BRAC believes that everyone we work with including our staff, programme participants, partners, and the communities have the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation including sexual exploitation and abuse (SEA). We uphold human dignity and inclusion for all, regardless of age, race, religion, gender, disability, ethnic origin, or socio-economic condition. We are an equal opportunity employer. We especially encourage those who have shown resilience—who have faced personal struggles, bounced back, and kept pushing forward—to apply.