

## Apex Footwear Ltd. is Hiring

**Position:** Executive, Procurement

**Department:** Supply Chain Management

**Location:** Gulshan-1, Dhaka

### **Key Responsibilities**

Execute procurement strategies ensuring best price, quality, credit terms, and lead time

Negotiate with suppliers and manage vendor relationships

Ensure material availability aligned with supply–demand planning

Identify, evaluate, and onboard local & foreign vendors

Maintain vendor master data and conduct periodic vendor evaluations/audits

Ensure compliance with procurement policies and internal audit requirements

Prepare regular procurement reports for management

Collaborate with cross-functional teams for end-to-end procurement solutions

### **Qualifications**

Bachelor's degree in Business or Engineering (MBA in SCM preferred)

Minimum 2 years of procurement experience, preferably in manufacturing/footwear industry

Factory environment experience will be an added advantage

### **Required Skills**

Strong negotiation and vendor assessment skills

Result-oriented, collaborative, and effective communicator

Customer-focused, resilient, and trustworthy

### **Compensation & Benefits**

Competitive and negotiable salary

Provident Fund & Gratuity

Subsidized lunch

Yearly salary review & 2 festival bonuses

Life insurance & health benefits

Daycare facility

Apex employee discount

How to Apply

 Send your CV to [career@apexfootwearltd.com](mailto:career@apexfootwearltd.com)

 **Subject:** Executive, Procurement

 **Deadline:** **3 March 2026**