

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

 Subject: Executive, Procurement

 Deadline: **3 March 2026**