

Job Title

Sr.Executive/Asst.Manager/Manager - Compliance

Job description

A Reputed Garments factory is looking for Sr.Executive/Asst.Manager/Manager - Compliance
Vacancy: 02

Job Description / Responsibility

- ❖ Ensure compliance with Bangladesh Labor Law, factory rules and government regulations.
- ❖ Monitor and implement buyer Code of Conduct(COC)
- ❖ Maintain compliance with BSCI, SEDEX, WRAP, ISO, RCS, GOTS, OCS, GRS, OEKO- TEX, BETTER- WORK, PRIMARK, ICS, C-TPAT, Fashion UK, GEMO, LPP, OVS, NEXT or other buyer –specific standards.
- ❖ Update management on changes in compliance laws, buyer requirement and industry best practices
- ❖ Ensure proper implementation of fire safety, and building safety, and occupational health & safety standards.
- ❖ Conduct regular safety inspection and risk assessments.
- ❖ Prepare, Factory for internal, external and buyer audits.
- ❖ Prepare and Submit compliance reports, CAP (Corrective Action Plans) and documentation to stockholders, buyers & regulatory authorities.
- ❖ Maintain all compliance-related legal documents, records and report.
- ❖ Assist management in compliance planning and improvement strategies.
- ❖ Any other tasks assigned by Management

Educational Requirements

- Bachelor/Honors
- Master of Business Administration MBA, HRM/(PGD in social compliance).

Experience Requirements

- At least 5-6 year(s)
- The applicants should have experience in the following business area(s):
- Garments Industry(Knit)

Additional Requirements

- Must have fluency in English
- Strong communication and interpersonal skills.
- Ability to manage multiple tasks and meet deadlines.
- The incumbent should be dynamic and have good personality.
- Deep knowledge about Corporate Compliance

Compensation & Other Benefits

Salary Range: Negotiable

T/A

Mobile bill

Medical allowance

Partially subsidize lunch

2 Festival bonus

Yearly salary review

Other admissible benefits as per company policy.

Job Location

Mawna, Sreepur, Gazipur.

Deadline:

10 March 2026

Interested candidates are requested to send their updated CV to hr1@axisknit.com (Please mention the position name in the subject line)