

Lankan Clothing Management Institute (LCMI)
An International Consulting and Training Institute
BOI Registration # L-84000312055-H

Admission Going On...

Certificate Courses

- Apparel Merchandising (Woven, Knitwear & Sweater)**
Graduate - Female/Male
Duration: 6 Months/Friday Only 9.30 am to 12.30 pm
Course Fee: Tk. 18,000
- Quality Control Management**
HSC - Female/Male
Duration: 3 Months/Friday Only 3.00 pm to 6.00 pm
Course Fee: Tk. 10,000
- Pattern Development**
HSC - Female/Male
Duration: 2.5 Months/2 Days in a week/6.30 pm to 8.30 pm
Course Fee: Tk. 10,000

30% off for the female students

Admission Information Office

H # 1, R # 1, Sec # 6, Uttara, Dhaka - 1230
Phone: 880-2-8960409, 0152 201781, 01713 047115
E-mail: lcmi_2003@yahoo.com; skfazlur.rahman@gmail.com
Web: www.lcmibd.com; Also visit: http://204.202.251.122/bdjobs/lcmi.htm

Admission during Feb 10 -12, 2007 (10:30 am - 8:00 pm)

Corporate Bazaar Fair - 2007
Bangladesh-China Friendship Conference Centre, Sher-E-Bangla Nagar, Dhaka

CAREER OPPORTUNITY

The Embassy of the United States of America is looking for an **Economic/Commercial Specialist** for its Economic/Commercial Section.

The person will be responsible for Commercial Services, Data Analysis and Economic Reporting, Trade Promotion and Advocacy on behalf of the U.S. Government and U.S. commercial interests.

QUALIFICATIONS REQUIRED:

- Graduation with a B.Com. or B.B.A. from a recognized University is a minimum qualification. Completion of an M.B.A. or M.S. in Economics is highly desirable.
- 8 to 10 years experience involving management and economic or commercial analysis.
- In-depth knowledge of American and Bangladeshi business structure and practice.
- Fluent spoken and written ability in both English and in Bangla.

Please find the full job announcement on our website at: dhaka.usembassy.gov All applicant, must complete the Embassy prescribed job application form and FAX it with contact telephone number to the Human Resources Office at FAX # 9887825 no later than **COB: Open until filled (The first cut off will be February 20, 2007).**

"Applicants who responded earlier need not reapply"

The Embassy prescribed job application forms are available at the U.S. Embassy Gate 1, Madani Avenue, Baridhara, Dhaka during office hours and are also available on our website.

TRAINING OPPORTUNITY FOR MEDICAL GRADUATES ON REFRACTION AND BASIC EYE CARE



The Ophthalmological Society of Bangladesh (OSB) is going to conduct a two-month intensive training course on **REFRACTION AND BASIC EYE CARE** for the Medical graduates who are working in upazilas (Govt. & Non-Govt.). The training program will address the assessment of refractive problems and treatment, primarily for the rural people.

This two-month comprehensive course will enable participants to learn modern management and treatment of various refractive problems and basic eye care. Reputed ophthalmologists of the country will conduct the sessions and the program will simultaneously run in different medical colleges and institutions in different districts.

This excellent training is first ever in Bangladesh and lots of potential working opportunities are there for the successful candidates.

Eligibility for application:

- MBBS from a recognized institution
- At least 2 years experience after graduation
- Demonstrated evidence of working at upazila level

Please Note:

- Age limit is not more than 50 years
- Preference will be given to the private candidates having their working and practicing station at upazila level
- Should be a full-time trainee during the course period

The course will commence on **March 10, 2007** and the last date for application is **February 25, 2007**. Only short-listed candidates will be informed on time. Candidates will be selected on a competitive basis through interview process.

There will be several full and partial scholarships (upto a level of Tk. 20,000/-) for the course period; and full tuition fee waiver (Tk. 15,000/-) for deserving candidates. Upon completion of the course, participants will be provided with necessary basic eye care equipments which will enable them to practice refraction and basic eye care independently.

Application forms for admission, scholarship and tuition fee waiver and prospectus are available at the office of the OSB Eye Hospital, Plot # 7/A, Road # 1, Mirpur Section 2, Dhaka 1216 (Phone : 8057067, 9003088) on all office days between 9 am-2pm.

Prof. M. A. Hadi Faquir
President, OSB

The project is supported by ORBIS International



YOU, the missing part...



OTOBİ Limited is the largest manufacturer of furniture in Bangladesh using state of the art technology with special focus on office, home and hospital purposes. We are seeking for experienced human resources for the following positions

Factory Manager

It is a senior level position reporting to the top management. The incumbent should be seasoned production professional who will be required to work in a very challenging environment where multifarious manufacturing activities are involved.

Qualification & Technical Skills

- Must be M.Sc. or B.Sc. in Mechanical Engineering /IPE with MBA having 5 years direct experience in performing as Factory Manager in a reputed company.
- Project management experience is a must.
- Able to lead a huge number of people, coaching and guide them to increase the overall productivity and plant efficiency.
- Must have strong knowledge in factory administration, MRP I, MRP II, production planning and control, shop floor control, scheduling and ISO 9001:2000 are preferable.
- Age should not be more than 45 years.

Duties & Responsibilities

- To control daily production operations including metal & laminated board products.
- To develop new approaches to solve problems identified during production activities and collaborates with management on decisions and suggestions towards improvements.
- To manage and assign duties a team of production people, and conduct at the various production facilities of the company.
- To oversee the production planning and schedule as per market demand.

Manager, Personnel & Administration

Qualification & Skills

- Must have a postgraduate degree in any discipline and professional qualifications in HRM.
- At least 8-10 years of factory based experience in HR Management & development in any large manufacturing concern.
- Sufficient knowledge on labour law, IRO and other related acts.
- Expert in managing Union and handling those activities.
- Strong leadership, communication, negotiation and motivating skills.
- Age should not be more than 45 years.

Duties & Responsibilities

- To ensure sound working environment in the factory.
- To deal with the day-to-day Union affairs at the factory and ensure industrial peace through constant dialogue between floor management and workers.
- To handle grievances and counsel employees for behaviour correction.
- To initiate disciplinary actions and domestic enquiries as and when required keeping in the view the legal requirements and industrial peace in focus.
- To ensure general house keeping, utility services, safety & security of the factory.
- To manage external pressure groups to ensure safety of the factory.
- Have good knowledge in transport administration.

Quality Assurance Manager

Qualification & Technical Skills

- Must B.Sc. in Mech./Electrical/IPE with MBA having 5 years direct experience in performing Quality Control and relevant field in a reputed company.
- Strong knowledge in QMS/ISO 9001:2000 is preferable.
- To apply Statistical Process Control (SPC) methods for analyzing data to evaluate the current process and make changes.
- Age should not be more than 40 years.

Duties & Responsibilities

- To formulate and maintain quality assurance programs, complementary to the organization's quality system, corporate policies and goals.
- To develop new approaches to solve problems identified during quality assurance activities and collaborate with management on decisions and suggestions towards quality improvements.
- To interpret quality control philosophy to key personnel in the organization, evaluate and review corrective action and preventive action claims.
- Develop and implement a preventive action plan based on investigation and analysis and in light of the magnitude of problems.
- Identify and resolve safety and regulatory compliance issues by interfacing with customers, regulatory inspectors and auditors.
- To manage, and to assign duties to a team of quality controllers to conduct inspections at the various production facilities of the company.

Quality Assurance Officer

(For Chair & Sofa, Laminated Board & MS Product)

Requirements:

- Must be B.Sc. in Mech./Electrical/IPE having 2-3 years practical experience in performing Quality Control and relevant field in a reputed company.
- Knowledge on the activities of quality control for various products.
- To communicate and discuss with QA Manager & production people for the remedy of production fault.
- Strong knowledge in ISO 9001:2000 is preferable.
- Have good knowledge on Statistical Process Control (SPC).
- Must have sound knowledge, with strong analyzing capacity.
- Age should not be more than 35 years.

Supervisor, Quality Assurance

(For Chair & Sofa, Laminated Board & MS Product)

Requirements:

- Must be Diploma in Mech./Electrical at least 1-year practical experience in performing Quality Control and relevant field in a reputed company.
- To ensure each product before packing/delivery to distribution and take prompt action of any quality fault.
- To follow the relevant Quality system procedure and SOPs.
- Good knowledge in ISO 9001:2000 is preferable.
- To maintain the daily quality inspection records in register or record forms.
- To performs random inspection for WIP components.
- Age should not be more than 30 years.

Manager, Production (Laminated Board)

Qualification & Technical Skills

- Must be B.Sc. in Mechanical/IPE with at least 5-8 years direct experience related to LB products/works and /or any equivalent manufacturing process.
- Strong knowledge in QMS/ISO 9001:2000 is preferable.
- Project Management experiences is a must.
- Must be very strong in product design, layout work & familiar with various designs related software.
- Able to calculate MRP I, MRP II and well conversant with ERP. Also very strong in doing computerized production planning and control system.
- Age should not be more than 40 years.

Duties & Responsibilities

- To direct and co-ordinate all manufacturing activities of standard and customized products.
- To control daily production operations.
- To prepare and maintain production planning and schedule as per market demand.
- To compile and retrieve stores and production data.

Engineer/ Assistant Engineer, Production (Laminated Board)

Requirements:

- Must be a graduate in Mechanical/ IPE from a reputed University with at least 2-3 years direct experience in jobs related to LB products/ works and /or any equivalent manufacturing process. In case of diploma engineers on-the-job experience will be 6 to 8 years.
- Must have experiences in work scheduling, process development and documentation of LB products and /or any equivalent products.
- Able to calculate MRP and excellent knowledge in computer literacy.
- Must be very strong in product design, layout work & familiar with various designs related software.
- Age should not be more than 35 years.

Engineer/ Assistant Engineer, Production

(For Chair, Sofa & Metal Department)

Requirements:

- Must be a graduate in Mechanical/ IPE from a reputed University with at least 2-3 years direct experience related to metal products/ works and/or any equivalent products. In case of diploma engineers on-the-job experience will be 6 to 8 years.
- Must have experience in work scheduling, process development and documentation of metal products.
- Able to calculate MRP and excellent knowledge in computer literacy.
- Must be very strong in product design, layout work & familiar with various designs related software.
- Age should not be more than 30 years.

Senior Engineer/ Engineer, Production Planning

Requirements:

- Must be graduate in Mechanical/ Industrial & Production Engineering (IPE) from a reputed University with at least 1-2 years experience in production planning. Fresh candidates are also encouraged to apply.
- To assist planning manager and develop the planning team to successfully achieve company, team and individual goals and objectives relating to production planning.
- To give input into production plan as well as to concerned personnel, and produce accurate plans that fit with the overall planning.
- To manage planning input change controls, ensuring that changes are recorded and communicated to the relevant team members.
- To apply statistical analysis and forecast raw materials demand.
- Able to calculate MRP and preparing BOM and ROUTING.
- Age should not be more than 30 years.

Mechanical & Electrical Engineer (Engineering Department)

Requirements:

- Must be a graduate in Mechanical, Electrical & Electronics Engineering from a reputed University with at least 2-3 years practical hands on experience on different production as well as utility machinery in a large manufacturing concern.
- Excellent software & hardware knowledge is preferable.
- Sufficient maintenance experience on computer numerical control machineries will be an added advantage.
- To review the daily routine maintenance status.
- Age should not be more than 30 years.

Assistant Officer, Distribution

Requirements:

- Must be graduate in any discipline with at least 2-3 years practical experience in distribution management in a reputed company.
- Must have proper knowledge in inventory and logistic management.
- To receive finished good and issue to the sales unit, dealer and customer point.
- Responsible for storing and timely delivery of finished product.
- Age should not be more than 35 years.

Distribution Supervisor/ Assistant

(Location: Dhaka & Chittagong)

Requirements:

- Must be a graduate in any discipline with at least 2 years experience in distribution management in a reputed company. (In case of Distribution Assistant educational qualification may be relax up to H.S.C)
- Must have proper knowledge in inventory and logistic management.
- To receive finished goods and issue to the sales unit, dealer and customer point.
- Responsible for storing and timely delivery of finished product.
- Age should not be more than 35 years.

Officer/Assistant Officer, Warehouse

Requirements:

- Must be post graduate in any discipline with at least 2-4 years experience in warehouse management in a reputed company.
- To receive warehouse goods and components, and issue to the appropriate department.
- To monitor, update and checks physical balance of warehouse materials.
- To manages warehouse inventories, and ensure proper house keeping.
- Age should not be more than 35 years.

Warehouse Supervisor/ Assistant

Requirements:

- Must be a graduate (B.Sc. preferable) in any discipline with at least 2 years experience in warehouse management in a reputed company.
- To receive warehouse goods and components, and issue to the appropriate department.
- To monitor, check physical balance of warehouse materials and update records.
- Age should not be more than 35 years.

MIS Assistant/ Computer Operator

Requirements:

- Must be graduate in any discipline or Certificate Course in Computer Operating with at least 2 years experience as Computer Operator/ MIS Assistant in a reputed company.
- To prepare regular report, summarizing data including information update.
- To be familiar with secretarial job, multiple tasks and willing to work long hours if necessary.
- Proficiency in the use of standard software packages such as MS Word, Excel preferable.
- Good speed in typing both Bengali & English (At least 30-40 words per minute)
- Age should not be more than 35 years.

Design Assistant/AutoCAD Operator

(Location: Dhaka & Chittagong)

Requirements:

- Must be Diploma in Engineering in any discipline with at least 2-3 years practical experience in a reputed company.
- Have practical experiences in drawing & drafting. Preference will be given to those candidates who have (metal & laminated board) furniture related experience.
- Must be very strong in doing product design, layout work with the help of AutoCAD 2D & 3D. Familiar with other design related software is a plus.
- Age should not be more than 35 years.

Note: Good computer literacy and willingness to work in shift duty is essential for all the vacancies.

Salary: Negotiable (Commensurate with qualification and experience).

Interested candidates are requested to apply mentioning the position on the top of the envelope (for E-mail as "Subject") by 22nd February 2007 with detailed resume, contact telephone number & a recent passport size photograph to:

The Head of Human Resources, OTOBİ Limited, Plot: 12, CWS (C) Gulshan-1, Dhaka-1212 or e-mail to riponhr@otobi.com