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info@mirfootwearltd.com | ✉️

www.mirfootwearltd.com | 🌐

4, Joykali Mondir Road, Wari, Dhaka-1203. : Corporate Office | 📍

Dasergaon, 1 No Ward, Musapur Union, Bandar, Narayanganj, Dhaka: Factory Address | 📍

## Job Title : Merchandiser (Footwear)

### Mir Footwear Limited

House #4, Joykali Mondir Road, Wari, Dhaka-1203.

### Job Context

Mir Footwear Limited is a growing footwear manufacturing company focused on quality products, customer satisfaction, and timely delivery. We are looking for a skilled and proactive Merchandiser (Footwear) to manage buyer coordination, order execution, and internal follow-up to ensure smooth production and on-time shipment.

### Job Responsibilities

#### Buyer Communication & Order Management

- Communicate with buyers regarding inquiries, orders, samples, pricing, and delivery schedules
- Receive and review buyer purchase orders, tech packs, and specifications
- Clarify buyer requirements and ensure accurate order execution
- Maintain regular follow-up with buyers and provide order status updates

#### Sample Development & Approval

- Coordinate sample development (proto, fit, size set, pre-production samples)
- Ensure samples are developed as per buyer specifications and timelines
- Obtain sample approvals and communicate feedback to relevant departments

#### Production Follow-up & Coordination

- Coordinate with Production, IE, Quality, and Planning teams for smooth order execution
- Monitor production progress to ensure timely completion of orders
- Follow up on critical processes including cutting, sewing, lasting, and finishing
- Identify risks related to production delays and take corrective actions

#### Material Planning & Tracking

- Coordinate with procurement and stores for raw material availability
- Ensure leather, soles, accessories, and packaging materials meet buyer requirements
- Track material consumption and highlight shortages or issues

#### Quality & Compliance Coordination

- Ensure production follows buyer quality standards and specifications
- Coordinate internal and external quality inspections
- Address buyer comments, quality issues, and corrective action plans

#### Documentation & Reporting

- Prepare and maintain order sheets, T&A plans, cost sheets, and shipment documents
- Maintain merchandising files, approvals, and buyer correspondence
- Prepare regular reports on order status, shipment, and challenges for management

### Educational Requirements

- Bachelor/Honors Degree
- Masters Degree
- Graduate/Post Graduate in any from a reputed university



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## Additional Requirements

- Strong knowledge of footwear merchandising and manufacturing processes
- Computer literacy is mandatory
- Excellent command of MS Excel, MS Word, e-mail, and internet browsing
- Knowledge of ERP systems and merchandising tools will be an advantage
- Good command of the English language (written and verbal)
- Strong coordination, negotiation, and analytical skills
- Ability to work under pressure and meet strict deadlines
- Honest, energetic, polite, and positive personality

## Employment Status

Full Time

## Job Location

Dasergaon, 1 No Ward, Musapur Union, Bandar, Narayanganj

## Job Experience

5 To 7 Years

## Compensation & Other Benefits

Salary and benefits will be provided **as per company rules**

## Skills & Expertise

- Footwear Merchandising
- Buyer Communication
- Order & Sample Management
- Production Follow-up
- Material Coordination
- Documentation & Reporting

## Company Information

Company Name : Mir Footwear Limited

Website : [www.mirfootwearltd.com](http://www.mirfootwearltd.com)

Corporate Office : House #4, Joykali Mondir Road, Wari, Dhaka-1203.

Factory Address : Dasergaon, 1 No Ward, Musapur Union, Bandar, Narayanganj.

**Send Your CV Via This Email : [career@mirfootwearltd.com](mailto:career@mirfootwearltd.com)**