

## **JOB DESCRIPTION – Executive Director**

- **Reports to: Chairman, and mother company leadership**
- **Liases with: USA customers, Bangladesh Customer management team, local vendors (CN), government authorities (CN)**
- **Leads: Staff**

### **1. Administration, Operation, Legal Representative**

Responsible for:

- a. Daily running of the office. Resource allocations for smooth, efficient operation.
- b. Human Resources management (e.g. hiring, evaluation, training, salary, etc...).
- c. Accounting (e.g. payroll, income/expense controlling, accounting firm liaison).
- d. Ensuring all legal documents, contracts and taxes are handled timely and as per law.
- e. Maintaining the company's legal status. Accountability to local government authorities on issues pertaining to the company's operation.

### **2. Staff development and Training**

- a. Oversee and contribute to staff training, to staff's personal and professional development.
- b. Promote company values, create a good and healthy company culture.
- c. Plan and allocate funds for relevant staff training like courses, trade shows, etc.

### **3. Project Management and Communication**

- a. Main liaison between company and customers
- b. Project planning based on local vendor's capabilities, timelines.
- c. Monitoring and following up of projects. Regular updating of various involved entities
- d. Coordination of different vendors for local raw material, sub-assemblies supply.

### **4. Vendor Management**

- a. Maintain good and functional relationships with vendors.
- b. Communicate issues that affect manufacturing to upper management.
- c. Negotiate contractual terms with the vendors.
- d. Communicate pricing, delivery dates and quality expectations.
- e. Allocate business to the appropriate vendor.

### **5. Supply Chain Management**

- a. Oversee Purchase Order processing for raw materials and finished goods.
- b. Supervise sourcing and selection of appropriate vendor for given purchase orders.
- c. Ensure follow up on ordered goods production, monitor quality and lead-time.
- d. Ensure update of customers about order progress or changes.
- e. Oversee and ensure pre-shipment quality inspections and shipment clearance.

- f. Supervise logistics specialist work for export and shipment of goods to customers.

## **6. Product Development and Quality Control**

- a. Understand all the customers' product and material requirements and requests.
- b. Oversee the development of products with local manufacturers.
- c. Ensure products, materials, key manufacturing and quality control process documentation.
- d. Ensure the development, maintenance of effective quality control and testing capabilities.
- e. Maintain the QMS and the related documentation.

Please contact [hrm@usbsoftgoods.com](mailto:hrm@usbsoftgoods.com) for more information.

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### **More About Our Company**

We are a subsidiary office of a "UO" a company based out of Indiana, USA. "UO" is a well-established and respected orthopedic and sports bracing manufacturer that has been in this business for over 30 years. "UO" has grown and expanded to many parts of the world including Bangladesh in 2006, Switzerland in 2011 and most recently opened our office in China.

We play a key role in the sourcing of and manufacturing of semi-finished and finished orthopedic soft goods for "UO" and its customers. We are located in Dongguan City, Guangdong Province, the center of many soft goods manufacturing and production and as such the scope of our work revolves around raw material sourcing, new product development, series production of ongoing products, quality control for all products and materials leaving China as well as a supply chain solution for projects.

We currently have 5 staff and are growing each year. Each staff is qualified to handle specific aspects of our scope of work in China. Apart from providing oversight on finished goods manufacturing for "UO", we also provide supply chain oversight on the China side for raw materials sourced for "USB"; UO's own manufacturing facility located in Dhaka, Bangladesh.

We are a service company and therefore focus our efforts on providing excellent sourcing and supply chain services to our customers, in order to deliver high quality raw materials, semi-finished and finished orthopedic soft goods in an ethical and time-conscientious manner. Because of the services we offer, we have a unique vantage point of truly working internationally with our customers all the way from our headquarters in Fort Wayne, Indiana to our manufacturing facility in Bangladesh, to our Sales Offices in California and Switzerland and this makes the work we do all the more exciting and unique.