

Snowtex Group

Management Trainee Officer

Requirements

Education

- Bachelor/Honors
- Masters

Experience

- At most 2 years
- The applicants should have experience in the following business area(s): Retail Store, Garments, Textile, Buying House, Real Estate, Garments Accessories, Boutique/ Fashion, Washing Factory, Developer, E-commerce
- Freshers are also encouraged to apply.

Additional Requirements

- Age 23 to 30 years
- Excellent in Bangla and English - both spoken and written.
- Excellent time management skills and ability to work under pressure.
- Strong data analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Planning, organizing & prioritizing skills.
- Ability to work collaboratively and adapt to a fast-paced and dynamic work environment.
- Demonstrated leadership potential and a strong desire for professional growth.
- Must be Proficiency in MS Office applications, including Word, Excel, and PowerPoint.
- High ethical standards and a commitment to upholding the company`s values.
- Height and weight according to age

Responsibilities & Context

SNOWTEX Group is a leading RMG conglomerate known for innovation, sustainability, and operational excellence. We are seeking fresh graduates to join our prestigious Management Trainee Officer (MTO) Program.

Job Responsibilities:

- Rotate through various functional areas including Production, Planning, Industrial Engineering (IE), Quality Assurance.
- Support daily operations by assisting supervisors, line managers, and department heads.
- Analyze production data, identify gaps, and contribute to performance improvement initiatives.
- Participate in audits, quality checks, and compliance activities under the guidance of senior staff.
- Prepare accurate reports, documentation, and presentations based on assigned tasks and learnings.

- Learn factory floor dynamics, labor management, efficiency tracking, and process control.
- Communicate effectively with cross-functional teams to understand real-world production challenges.

Skills & Expertise

- Leadership
- Microsoft Excel
- Microsoft PowerPoint
- Presentation skill
- Other Relevant Skills
- Data analysis
- Process Improvement
- Production Operation
- Quality Assurance

Compensation & Other Benefits

- Provident fund, Mobile bill, Performance bonus
- Lunch Facilities: Full Subsidize
- Salary Review: Yearly
- Festival Bonus: 2
- Earn-Leave Encashment
- In-House Training Facilities
- Career Development Opportunity.

Workplace

- Work at office

Employment Status

- Full Time

Job Location

- Dhaka (Dhamrai)