

## We're Hiring: Trainee Executive, Commercial (Fresher)

 Uttara, Dhaka |  Renaissance Designs Ltd. |  Full-time (On-site)

Renaissance Designs Ltd. is looking for a fresh graduate eager to build a career in Commercial operations within the RMG sector. If you're detail-oriented, proactive, and willing to learn, this role offers valuable hands-on exposure to export-import processes and international trade documentation.

### What You'll Be Doing

- Assist in preparing and verifying export documentation from production units
- Support coordination with buyers for timely shipment documentation
- Work with basic Letter of Credit (LC) procedures and commercial documentation
- Follow up on payment processes (T/T, LC, FDD, Pay Orders)
- Coordinate with C&F agents, banks, and freight forwarders
- Maintain accurate records and ensure compliance with commercial procedures


### Who We're Looking For

- Bachelor's degree (Business/Commerce or relevant field)
- Freshers are encouraged to apply
- Basic understanding of LC and international trade is a plus
- Strong communication and coordination skills
- Organized, detail-focused, and eager to learn
- Good working knowledge of MS Office

### What We Offer

- Structured learning and hands-on exposure in Commercial operations
- Mobile bill & insurance coverage
- Partially subsidized lunch
- Two festival bonuses
- Annual salary review
- Other benefits as per company policy

 Apply by sending your CV to: [recruitment@renaissance.com.bd](mailto:recruitment@renaissance.com.bd)

 Subject line: Application for the post – Trainee Executive, Commercial

 Feel free to share this opportunity within your network.