



JOIN  
OUR  
TEAM

### Sr. Executive/Assistant Manager – Commercial (Import)

#### Who we are

Walton Hi-Tech Industries PLC., incorporated in 2006, is Bangladesh's first Electrical and Electronics Appliances company with a global presence. Driven by Research & Innovation (R&I), WHIPLC is committed to delivering technology that enables a connected, intelligent world for homes and organizations. With over 35,000 employees in 40+ countries, WHIPLC has served more than 177 million people worldwide.

#### What you have to do

- Arrange and create Purchase Orders as per approved PR and PI, and ensure timely order confirmation to suppliers through LC/TT/CAD.
- Coordinate with suppliers and WSL to arrange timely, cost-effective shipments to support smooth production.
- Monitor preparation, checking and submission of all import documents as per LC/TT/CAD terms and arrange timely document retirement from the bank.
- Work with the C&F team for smooth customs clearance and cargo release, minimizing unwanted costs and delays.

#### Benefits

- Performance Bonus, Mobile bill, Profit share, Provident fund
- Salary Review: Yearly, Festival Bonus: 2 (Yearly)

#### Whom we are looking for

Walton Hi-Tech Industries PLC. is looking for a **Sr. Executive/Assistant Manager, Commercial (Import)** to independently handle LC/TT/CAD documentation, shipment follow-up and customs clearance. You should be comfortable coordinating with suppliers, banks, C&F agents and internal teams to ensure timely, cost-effective imports and regulatory compliance.

#### What you need to have

- Education:** Bachelor's degree (BSc/BBA) in any discipline from a reputed university
- Minimum 2 year of relevant experience**

#### Additional Requirements:

- Ability to work independently and handle multiple shipments simultaneously.
- Sound understanding of Incoterms and international trade terms.
- Experience in dealing with banks, customs, C&F agents and port authorities will be preferred.

- Job Location:** Corporate Office, Bashundhara RA

Send your CV to  
**recruitment.hrm462@waltonplc.com**  
(Please mention  
position name in the subject line of email)

Application Deadline  
**08 January, 2026**

[www.waltonplc.com](http://www.waltonplc.com)

**WALTON HI-TECH INDUSTRIES PLC.**

Block: I, Road: Sabrina Sobhan 5th Avenue, Bashundhara, Vatara, Dhaka-1229, Bangladesh.