Date: November 04, 2026

Job Description

1) Name of the Position: Junior Officer (Production)

Vacancy: 1 (One)
Age Limit: 25 to 40 Years
Reporting To: HR and Admin Manager
Work Location: BBS Office, Dhaka, with field visits as required
Salary and Benefits: According to BBS policies and the applicable pay scale

Educational Qualification

- Master's degree in Business Administration or Procurement and Supply Management or Printing and Publication Studies, or a related discipline from a recognized university.
- Candidates who have completed a theological course at CCTB or another recognized theological seminary will be given preference.

Experience and Skills

- The participant must have 2 years of relevant experience in production and publishing activities, including production planning, preparation of printing specifications, printing coordination, quality control, procurement, import operations, supplier management, and other related responsibilities.
- Practical knowledge of LC opening and amendment, import documentation, shipping procedures, and customs clearance.
- Understanding of printing specifications, paper quality, binding, cover materials, finishing, and quality control.
- Good written and spoken communication skills in Bangla and English, particularly for correspondence with international suppliers.
- Proficiency in computer applications and digital tools, including MS Word, Excel, PowerPoint, email, WhatsApp, and Google Drive.
- Proficiency in typing in both English and Bangla.
- Sound knowledge of digital content creation and AI tools.
- Familiarity with Adobe Illustrator, Photoshop, or InDesign will be an added advantage.
- Ability to coordinate with the Marketing Department, negotiate with suppliers, maintain accurate records, and meet deadlines.
- Commitment to the Christian mission and values of The Bangladesh Bible Society.

Job Summary

The Assistant Production Officer supports the timely, cost-effective production, publication, and import of quality Bibles and Scripture publications for BBS. The officer coordinates local and international printing, prepares production specifications, and assists with cover design and product development. Responsibilities include import documentation, Letter of Credit (LC) processing, customs clearance, supplier communication, and any other production-related tasks assigned by BBS management. The officer works closely with Marketing and other departments to ensure that

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quality, quantities, and delivery schedules meet reader needs and market demand. The role also includes maintaining records, monitoring costs and progress, and preparing reports in accordance with BBS policies and mission.

Key Responsibilities

1. Production Planning

- Assist in preparing annual, quarterly and monthly production plans, schedules, budgets and cost estimates for Bibles and Scripture publications.
- Coordinate with Marketing, Translation, Inventory and Finance to confirm requirements and establish realistic timelines from manuscript submission to delivery.
- Manage multiple production jobs, maintain production calendars, monitor progress and report delays, risks or changes requiring approval.

2. Specifications and Quality Control

- Prepare detailed specifications covering edition, language, text and page size, paper, printing colours, binding, cover materials, finishing, packaging and quantity; obtain approval before ordering.
- Coordinate proofreading and approval of texts, artwork, proofs, paper and binding samples, ensuring that printers receive only the latest approved files.
- Check finished products against approved specifications, document quality concerns and follow up on corrections, shortages, damage or replacements.

3. Manuscripts and Version Control

- Receive manuscripts and revised texts from authorized departments and coordinate clarification, review and approval with Translation, editors, proofreaders and authorized reviewers.
- Maintain clear records of submissions, revisions, approvals and print authorization; protect confidential manuscripts and unpublished translation files.

4. Pre-Press, Design and Product Development

- Develop or coordinate cover designs, packaging and product presentation, including samples and cost estimates.
- Work with Marketing to develop editions, formats, sizes and bindings that meet reader needs, affordability requirements and the BBS mission.
- Check proofs, layout, cover, spine, barcode, title and logo against approved designs before production.

5. Local and International Printing

- Communicate approved specifications, quantities, schedules and delivery requirements to printers, and follow up on orders and agreements under BBS procedures.
- Monitor printing, binding, finishing and packaging for quality and timely completion.
- Follow up on pre-shipment inspections, packing and dispatch of international orders, and inform relevant departments of schedule changes.

6. Procurement and Supplier Management

- Identify suitable printers and suppliers, collect quotations, compare prices, quality, payment terms, capacity and delivery timelines, and submit the comparison to the Procurement Committee for information.
- Provide technical recommendations for supplier selection and assist with negotiations within approved budgets and delegated authority.
- Maintain supplier records, monitor performance and coordinate with Finance to reconcile costs and provide reliable figures for budgeting and pricing.

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7. Imports, Letters of Credit and Customs

- Identify suitable import, LC and customs clearance service providers, collect quotations, compare service charges, payment terms, capacity and delivery timelines, and submit the comparison to the Procurement Committee for information.
- Coordinate imports and assist Finance, banks and suppliers with documents for opening and amending Letters of Credit.
- Verify invoices, packing lists, shipping documents, quantities, weights and shipment details against approved orders.
- Liaise with the appointed importer, freight forwarders, clearing agents and relevant authorities to coordinate clearance, approved payments and delivery.
- Track shipments, resolve documentation discrepancies and ensure commitments and approvals follow BBS procedures.

8. Delivery and Inventory Coordination

- Coordinate delivery with suppliers, transporters and Inventory, keeping Marketing informed of expected arrival dates and changes.
- Verify and reconcile received quantities, record damage or shortages and arrange corrective action.
- Check supplier invoices against approved orders and delivery records before forwarding them to Finance.

9. Marketing Coordination

- Collect requirements for new publications, reprints and revised editions, and review stock levels and forecasts to determine appropriate quantities.
- Agree realistic production schedules, communicate availability risks and support catalogues, product information and production review meetings.

10. Reporting, Records and Compliance

- Maintain organized records of production, procurement, imports, approvals, costs, proofs, inspections and supplier communication.
- Prepare periodic progress reports and provide accurate documentation for audits and financial reporting.
- Follow BBS policies, approved budgets, procurement procedures, copyright and licensing requirements; maintain confidentiality and use resources responsibly.
- Perform other related duties assigned by the General Secretary or BBS management.

Spiritual Commitment and Additional Conduct

- Be a Christian believer with a deep commitment to the Word of God and the ministry of BBS.
- Maintain faithful membership and participation in a local church.
- Uphold BBS's core values: **Integrity, Respect, Servant Leadership, and Commitment to Serve People**.
- Demonstrate punctuality, discipline, honesty, professional conduct, and timely completion of assigned duties.
- Maintain confidentiality regarding organizational, financial, operational, and learner information.
- Comply with BBS policies, rules, and regulations. Smoking, substance abuse, and conduct inconsistent with Christian values are strongly discouraged.
- Respect for different Christian denominations, languages, and cultural backgrounds.
- Willing to support official program outside regular working hours when required.

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Application Procedure

Interested candidates should submit:

- A cover letter and detailed CV.
- Copies of educational and relevant training certificates.
- A copy of NID and two recent passport-size photographs.
- A current church membership certificate.
- Names and contact details of two referees other than relatives.

Application to be sent to:
The General Secretary
The Bangladesh Bible Society
390, New Eskaton Road, Dhaka-1217.
Email to: info@biblesociety.org.bd
Email Subject: Application for [Position Title]
Application Deadline: 25 November, 2026

Only shortlisted candidates will be invited for a written test and an oral interview.

6/11/2026

Rev. Ashim Kumar Baroi
General Secretary
The Bangladesh Bible Society

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