

WE'RE HIRING!

OPEN POSITION:

- **Sr. Executive/Asst. Manager- Warehouse Incharge**

JOB RESPONSIBILITIES

- Supervise overall warehouse operations including receiving, shortages, and dispatch of goods.
- Maintain accurate inventory records and ensure regular stock reconciliation.
- Monitor stock levels and coordinate with procurement for replenishment.
- Prepare and verify GRN, delivery challans, and stock reports.
- Conduct periodic physical inventory audits and ensure FIFO/FEFO methods are properly followed.
- Manage warehouse staff, assign duties, and monitor performance.



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JOB REQUIREMENTS

- Educational Qualification: Graduation from any UGC-approved university.
- Experience: 3–5 years of relevant experience is required.
- Proficiency in MS Word and Excel, with Bangla and English typing skills.
- Strong communication and coordination abilities.

SALARY & BENEFITS

- Salary: Negotiable based on experience.
- Provident Fund, Gratuity & other benefits as per company policy.

Job Location: Mirpur (Eastern Housing)

Application Link: <https://forms.gle/JAum9wC3YhhMsoZr7>

Last Date of Application: 16 May, 2026