

Executive – Inventory & Supply Chain

Company: Inovace Technologies Ltd.

Location: Shahbagh, Dhaka

Job Type: Full-Time

Experience: At least 1 year; freshers are also encouraged to apply

Job Summary

We are looking for a detail-oriented and proactive Executive/Sr. Executive – Inventory & Supply Chain to manage inventory accuracy, warehouse operations, local procurement, and material flow. The ideal candidate will ensure timely availability of materials, support uninterrupted production, and maintain smooth coordination across procurement, production, logistics, and vendor management.

Key Responsibilities

- Manage inventory accuracy through regular stock monitoring, audits, and timely documentation.
- Oversee warehouse operations, ensuring efficient storage, handling, and movement of materials.
- Coordinate the conversion of raw materials into finished goods to support uninterrupted production.
- Handle local procurement of raw materials, packaging, and operational supplies while maintaining vendor relationships.
- Monitor inventory levels and coordinate replenishment to ensure material availability and prevent stockouts.
- Coordinate inbound shipments, verify delivery documents, and ensure timely receipt of materials.
- Collaborate with procurement, production, logistics, and suppliers to ensure smooth end-to-end supply chain operations.
- Optimize warehouse space, inventory control practices, and material flow to reduce costs and minimize wastage.
- Prepare inventory, procurement, and operational reports to support planning and management decisions.
- Identify process improvement opportunities to enhance inventory accuracy, supply chain efficiency, and overall operational performance.

Requirements

- Bachelor of Business Administration (BBA) in Supply Chain Management or any relevant field.
- At least 1 year of relevant experience; freshers are also encouraged to apply.
- Previous experience in the IT/Electronics industry will be an added advantage.
- Proficiency in Microsoft Office, Google Sheets, and ERP systems.
- Strong knowledge of inventory management and optimization.
- Basic understanding of procurement and vendor management.
- Good knowledge of logistics, documentation, and compliance.
- Strong communication, coordination, and problem-solving skills.
- Ability to work under pressure and manage multiple tasks efficiently.

Benefits

- Weekly 2-day weekend.
- Two festival bonuses.

- Subsidized lunch facility.
- Professional growth opportunity.

📧 **How to Apply:** Interested candidates are invited to send their updated CV to:

✉️ nazmussakib@inovacetechnology.com ✉️ hr@inovacetechnology.com

Please mention “Inventory & Supply Chain” in the email subject line.



WE'RE HIRING

Executive – Inventory & Supply Chain

📍 **Inovace Technologies Ltd.**
 🏢 Location: Shahbagh, Dhaka | Full-Time
 💼 Experience: 1+ Year | Freshers are encouraged to apply



KEY FOCUS AREAS

- Inventory Accuracy & Stock Monitoring
- Warehouse Operations & Material Flow
- Local Procurement & Vendor Coordination
- Logistics, Reporting & Process Improvement

WHAT WE'RE LOOKING FOR

- BBA in Supply Chain or relevant field
- Proficiency in MS Office, Google Sheets & ERP
- Knowledge of inventory, procurement & logistics
- Strong communication and problem-solving skills

BENEFITS



Weekly 2-Day Weekend



Two Festival Bonuses



Subsidized Lunch



Growth Opportunity



APPLY NOW

Send your CV to:

✉️ nazmussakib@inovacetechnology.com

✉️ hr@inovacetechnology.com

Subject: Inventory & Supply Chain

🔔 **Deadline: Urgent**

📄 **Read the Full JD**

👥 Only shortlisted candidates will be contacted.