



WE ARE HiRING!

OFFICER/SR. OFFICER, SUPPLY CHAIN
PHARMACEUTICAL BUSINESS
JOB LOCATION: GULSHAN, DHAKA

About the job

- Handle LC/CAD/TT documentation, bank endorsement, approvals and insurance to ensure timely import processing.
- Coordinate with suppliers, C&F agents and internal teams to ensure on-time delivery, bill of entry submission and document retirement.
- Process and monitor supplier bills for raw, packaging and transport services; verify with GRNs and support timely payments.
- Maintain regular communication with suppliers regarding documentation, payments and claim resolution.
- Ensure proper record-keeping, MIS reporting and respond to audit and finance queries with required supporting documents.

APPLICATION SUBMISSION :

Apply through the Link/QR Code:
<https://cutt.ly/ACI-Job-Application>



QUALIFICATIONS :

- Business Graduate
- CSCA/ PGDSCM/ MBA in Supply Chain Management is a plus
- 1 to 2 years of relevant experience in SCM or working in a pharmaceutical plant
- Knowledge in ERP/SAP & other MM Tools
- Efficiency in MS Office package

Any form of persuasion will immediately lead to disqualification