

WE ARE HIRING!

Executive / Sr. Executive-Purchase & Procurement

Job Responsibilities:

- Manage local and foreign procurement activities as per company policy
- Source suppliers, collect quotations, negotiate price, quality, and delivery
- Prepare Purchase Requisition (PR), Purchase Order (PO) and follow-up deliveries
- Maintain supplier database and ensure timely vendor evaluation
- Coordinate with store, accounts, production, and user departments
- Ensure compliance with company SOP, audit, and labor law requirements
- Maintain proper procurement documentation and records
- Cost control and inventory optimization support

Job Requirements:

- Bachelor's degree in Business Administration, Supply Chain, or relevant discipline
- Minimum 2-5 years experience for Executive
- Minimum 5-8 years experience for Sr. Executive
- Experience in Factory / Manufacturing / RMG / Label Printing will be preferred
- Strong negotiation, communication, and analytical skills
- Proficiency in MS Office (Excel, Word)
- Knowledge of procurement compliance and documentation

Additional Skills (Preferred):

- ERP / Software-based procurement system experience
- Vendor management & cost-saving exposure
- Import & local purchase knowledge (for Sr. Executive)

Job Location: Savar, Dhaka

Compensation & Benefits:

- Attractive salary (based on experience).
- Mobile bill
- Lunch Facility
- Medical Insurance
- Earn Leave Encashment
- Festivals Bonus
- Annual salary review
- Other benefits as per company policy

Send your updated CV
recruitment.bd@britanniapackaging.com

Deadline: [20-01-26]