



Meena Sweets

Position: Executive, Procurement



Job Location: Meena Sweets Factory, Mohammadpur, Dhaka. (Inside ULAB Campus)

Job Responsibilities:

- Follow and apply the company procurement policies and procedures in every purchase.
- Sourcing & ensuring timely availability of raw materials, packing materials, and other supplies for production, delivery, and outlets.
- Manage purchase orders, pricing records, and vendor communications efficiently.
- Assess and negotiate with suppliers to ensure the best pricing, quality, and service.
- Build and maintain strong relationships with vendors, suppliers, and contractors.
- Prepare comparative statements and maintain supplier information databases.
- Review and analyze products/services to ensure cost-effectiveness and quality standards.
- Control procurement budgets and promote a culture of long-term cost saving.
- Develop procurement strategies and risk management procedures.
- Perform any other tasks assigned by management.

Educational Requirements: Bachelor's degree in Supply Chain Management or Business Administration or any discipline from a reputed university.

Experience Requirements: Minimum **1-2 years** of relevant experience in procurement or supply chain. Experience in the **FMCG / Manufacturing industry** preferred.

Additional Skills Required:

- Strong negotiation, communication, and analytical skills.
- Proficiency in MS Office (especially Excel).
- Knowledge of inventory and vendor management systems.
- Ability to work under pressure and meet deadlines.

Employment Type: Full-time.

Salary: Negotiable

Application Deadline: 30-Nov-2025.

How to Apply: Interested candidates are requested to send their updated CV to career@meenasweets.com mentioning "Executive, Procurement" Subject line.

