



We Are Hiring

Position: Officer, Back Store - Outlet Operations

Major Responsibilities

- Supervise and manage back-store operations efficiently.
- Receive products from Central Warehouse (CWH) and Direct Supply Delivery (DSD) vendors.
- Perform system entries for GRN, STO, stock transfer, purchase return, scrap, and gate-pass activities.
- Ensure all received products contain the proper barcode, BSTI label, and importer sticker/seal.
- Maintain a clean, organized, and well-managed back-store environment.
- Arrange products category-wise in the back-store gondolas for easy accessibility.
- Ensure proper stock rotation following the FIFO (First In, First Out) method.
- Prepare and maintain all relevant documentation and records.
- Maintain compliance with safety, security, and hygiene standards.
- Prepare reports and analyze data as required by management.
- Update and maintain the daily damage list and expired product list for the back store.
- Take necessary actions for pest control and report any damage due to rat cuts.
- Share perishable product rejection reports with the Quality Control (QC) and Operations departments.
- Perform any other tasks assigned by the supervisor or management.

Requirements

- **Education:** Bachelor's or master's degree in any discipline. Business graduates will be given preference.
- **Experience:** 1 to 3 years of experience in relevant industries.
- **Salary & Benefits:** Competitive Salary Package, Provident Fund, Gratuity, Leave Encashment, Festival Bonus, Yearly Salary Review.
- **Work Location:** Any Outlet of Meena Bazar

How to Apply

Please send your CV to career@meenabazar.com.bd by mentioning the position name "**Officer - Back Store**" in the subject line by **December 10, 2025**.

