



Join
BEACON
the Leader
in Technology

**Specialized in
manufacturing Hi-tech**

- Anticancer drugs
- Biotech drugs
- Lyophilized injectables

BEACON is one of the fastest growing pharmaceutical companies of Bangladesh. After the success in local market, Beacon is the most popular Bangladeshi company in global market for its high-tech oncology & hepatitis products.

BEACON Pharmaceuticals PLC is a vision-driven company and designed to conform to the Global standards like US FDA, UK MHRA, TGA Australia, WHO cGMP and has set up the dedicated oncology plant in Bangladesh with isolator technology to manufacture anticancer drugs.

To support and strengthen our existing team we are looking for smart, ambitious, energetic, intelligent and committed individuals for the following position:

**Senior Officer/ Executive –
Supply Chain Management**

Job Description

- Receive and coordinate departmental purchase requisitions for IT, engineering, and operational materials, covering both routine and project-based procurement needs to ensure a smooth procurement process.
- Collect and evaluate price quotations from approved suppliers.
- Prepare comparative statements and negotiate prices, terms, and delivery schedules with suppliers.
- Conduct cash purchases with the committee through physical market surveys, considering quality and price, particularly for engineering items.
- Prepare purchase orders and work orders based on approved requisitions and ensure timely delivery of materials.
- Collect Goods Received Notes (GRN) from the factory and submit bills to the Audit Department with complete and proper documentation.
- Follow up on advance payments and ensure timely adjustment with suppliers.
- Any other task assigned by Management.

Job Requirements

- B.Sc. in CSE/ Mechanical Engineering from any reputed University.
- 1-2 years of relevant experience in pharmaceutical company is preferred; freshers are encouraged to apply.
- Expert user of MS Office.
- Strong leadership, communication, interpersonal, problem solving & decision-making skills
- Possession of creative & innovative ideas and self-driven attitude.

Salary Range

- Attractive salary package will be given to deserving candidate

Others benefits

- Transport service, subsidized meals, festival bonuses, earned leave encashment, provident fund, gratuity, life insurance, profit share, hospitalized bill support, discounted medicines, mobile bill, free daycare facility for female employees, and other admissible benefits as per company policy.

Job Location

- Head Office