

ActionAid Bangladesh is looking for suitable candidates for the following position:

Storekeeper

Project Name	:	Life-saving Shelter Assistance for Vulnerable Rohingya Households in Cox` s Bazar, Bangladesh
Location of Posting	:	Teknaf
Number of positions	:	01
Type of contract	:	Fixed term contract
Duration of Contract	:	Up to 14 April 2027 (if not extended)
Salary and benefits	:	Monthly Gross Salary BDT. 35,062 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary:

The Storekeeper (Associate Officer-Warehouse) is responsible for managing day-to-day warehouse activities in accordance with AAB policies and procedures. Key responsibilities include receiving and checking goods, maintaining accurate stock records, proper storage and issuance of project materials, regular stock monitoring and physical counts, and preparing stock reports.

The position will ensure proper documentation and filing of all store/warehouse records and take necessary measures to prevent loss, damage, or misuse of materials.

The Storekeeper will work under the direct supervision of the Officer- Admin & Logistics and coordinate with relevant departments, programme teams, and other stakeholders to ensure timely and effective completion of assigned tasks in compliance with AAB and donor requirements.

During a major humanitarian emergency, the role holder may be required to perform additional duties and adjust working hours based on operational needs.

Key responsibilities include (not limited to):

Receiving Project Materials coordination with Procurement team (20% of time)

- Coordinate with the Procurement, Logistics, Project, and Field teams regarding material requirements and delivery schedules.
- Follow up on incoming materials and ensure their timely receipt, inspection, and proper documentation.
- Support the planning and forecasting of material requirements based on project implementation needs.

- Check and verify receiving documents, including Work Orders (WO), Delivery Challans, and other relevant documents.
- Offload, inspect, and count the materials upon delivery and verify them against the approved Work Order/Delivery Challan.
- Check the quality, quantity, specifications, and condition of the materials to ensure they comply with the Work Order/Delivery Challan and approved requirements.
- If the materials are found to be in order, receive and acknowledge them by signing the appropriate documents, such as the Delivery Challan and/or Goods Received Note (GRN), as applicable.
- In case of any discrepancy in quality, quantity, specifications, or condition, immediately inform the supervisor and concerned parties and take appropriate action, ensuring that all discrepancies and actions taken are properly documented.

Project material Storing and Recording (20% of Time)

- Enter all the materials in the Stock Register by group/category immediately after receiving per the documents.
- Store the materials in the warehouse by group/category with proper arrangement of safety, security lighting, ventilation etc.
- Store/stack the materials in such a way so that these can be easily accessible for handling and counting as per requirement.

Material Issuing/Dispatching. (20% of Time)

- Being informed earlier, issue the goods and materials as per schedule and request.
- Check the issuing documents like Store/Warehouse Requisition duly approved by the authorized person.
- Check quality and count the materials as per the approved Store/Warehouse Requisition and prepare delivery Challan /Waybill accordingly and have these approved by the authorized person.
- Load the materials accordingly and hand over the approved delivery Challan/Waybill to the receiver.
- Update the Stock register and other relevant documents immediately after delivering/dispatching the materials from the Warehouse.

Monitoring, Reporting and Documentation (20% of Time)

- Monitor and check the materials regularly and ensure that all the materials in the warehouse are in good condition.
- Physically count the materials periodically and ensure that the physical balance and book balance agree and document it accordingly.
- Prepare periodical report of the warehouse inventory and submit to the supervisor/management.
- Prepare and submit the report to the supervisor immediately after finding any sorts of deviations like loss, damage, expiry of any materials etc. and take appropriate actions to safeguard the materials.
- Prepare and maintain all the documents related to every phase of these functions as per policy and preserve these in an organized way so that these can be found out easily and quickly as and when required for future reference and record.

Ensure Safety, Security and Environment of the Warehouse (15% of Time)

- Remain vigilant and ensure uncompromising safety and security taking all possible and practical measures as appropriate.

- Ensure that the security guards are on duty as per schedule and perform their duties very carefully with due diligence.
- Prohibit access to the warehouse by the unauthorized persons.
- Maintain record/register with the information of the persons visiting the warehouse.
- Keep the warehouse neat and clean always and green as much as possible.
- Report/Share any concerns and issues related to safety and security with the supervisor immediately and initiate appropriate actions to mitigate the risks whatsoever.

Other Duties and Responsibilities (5% of Time)

- Take proactive approach and be positive to perform any other tasks as assigned by the supervisor, Department Head/Management from time to time for protecting the best interest and image of the organization in all possible and professional ways ensuring compliance with all policies and procedures.

Relationships

The Storekeeper will directly report to Officer - Admin and Logistics.

Required Educational Qualifications and Experiences

- At least a bachelor's degree in business, logistics/warehouse/inventory management or any other discipline.
- Any training course on Warehouse Management, Inventory Management, Supply Chain, Logistics may be an added advantage.
- At least 02 years' experience in the logistics, warehouse, or inventory management field with national/international development organizations or any other organizations.

Technical Skills

- Knowledge of warehouse management and documentation.
- Knowledge of safe storing/stacking and recording.
- Knowledge of warehouse packages and MS Office proficiency.
- Ability to input, retrieve and analyse data.
- Able to work in a fast-paced environment.
- Fluency in local (languages) is preferable.
- Excellent verbal and written communication skills.
- Excellent knowledge of public safety and security procedures/protocols.
- Integrity and professionalism.

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- The last date of application is **11 October 2026**. Due to emergency, recruitment will be on rolling basis. The interested candidates are requested to apply early before deadline.
 - Please [Click Here](#) to submit your application.
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ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location, and religion. Any personal persuasion/phone call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from a job applicant should be regarded as fraudulent.