

ActionAid Bangladesh (AAB) is looking for suitable candidate for the following position:

Logistics Assistant

Project : Natural Resource Management (NRM) Project- funded by WFP
Unit : Administration
Number of positions : **01**
Location of posting : Cox's Bazar
Duration of Contract : Up to 31 January 2026
Salary and benefits : Monthly Gross Salary BDT. 44,490 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc.

Job Summary

The Logistics Assistant will be responsible for assisting with logistics and supply chain activities to ensure the efficient implementation of NRM project activities. This includes procurement, transportation, inventory management, and ensuring that all materials are delivered and stored in accordance with project and donor guidelines. The role also involves providing logistical support during emergency periods and coordinating transportation for project staff and equipment.

Key responsibilities include (not limited to)

Procurement

- Ensure support in procuring all sorts of goods, materials, and services for the NRM project on time, strictly adhering to ActionAid Bangladesh (AAB) Procurement Policy, donor regulations, and Government of Bangladesh (GoB) rules and regulations.
- Prepare and maintain procurement-related documents, including Material Requisition Forms (MRF), Request for Quotation (RFQ), Contracting Services (CS), Work Orders (WO), and Notes for Record, ensuring they are clear, complete, and in compliance with relevant policies.
- Regularly update and maintain the Procurement Tracker, keeping a detailed record of each requisition and procurement from requisition to payment.
- Present the updated Procurement Tracker in staff meetings and submit procurement status reports and expenditure reports to management as required

Coordination and Collaboration

- Liaise with vendors and suppliers to ensure the timely procurement and delivery of materials and services.
- Orient vendors on the AAB Procurement Policy, Safety and Safeguarding Policy, Child Protection Policy, Gender Policy, Child Labor Policy, and other relevant policies, ensuring they adhere to these standards.
- Monitor vendor compliance with ethical guidelines and core values of ActionAid Bangladesh.
- Coordinate with different departments and teams to provide office administration and logistics support for smooth project operations.
- Collaborate with the Finance, Program, and Admin teams to ensure the timely availability of supplies and resources for project implementation.

Logistics Support

- Ensure logistics support during emergency situations, such as natural disasters, to ensure the rapid delivery of essential materials and supplies.
- Coordinate transportation for the delivery of materials, tools, and equipment to project sites, ensuring that logistics operations are efficient and delivered timely.
- Provide logistics support for events such as meetings, seminars, and workshops, including booking venues, arranging transportation, and organizing necessary supplies.
- Conduct spot verification and physical count of all assets and stationaries at Teknaf office and warehouse.
- Maintain stock of office supplies and other store materials of all stores maintained under AAB Teknaf office and warehouse with proper documentation of receiving, issuing etc.
- Perform spot/physical verification/count of store materials periodically and ensure that the physical balance of each item corresponds with the book balance/stock register balance at Teknaf office and warehouse.
- Prepare and submit report to line manager when required.

Documentation and Reporting

- Maintain accurate records of procurement and logistics activities, including receipts, invoices, contracts, and delivery documentation.
- Prepare and submit regular procurement reports, inventory reports, and logistics updates to the Project Manager and other relevant stakeholders.
- Ensure compliance with donor and organizational reporting requirements.
- Address logistics problems promptly and effectively to avoid disruptions in project activities.

Relationships

The person holds this position will be reportable to **Officer - Admin & Logistics**.

Required Educational Qualification and Experiences

Education

- 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.

Experience

- At least 1-2 years of experience in warehousing, logistics, procurement, or supply chain management, preferably in humanitarian or development settings.
- Experience in warehouse Management, inventory management, vendor management, transportation coordination, and emergency logistics is highly desirable.

Required Competencies

- Knowledge of warehouse management and documentation.
- Knowledge of safe storing/stacking and recording.
- Knowledge of warehouse packages and MS Office proficiency.
- Ability to work in field conditions and manage logistics in remote or challenging environments.

- Knowledge of health and safety regulations in logistics operations.
- Proactive and solution-oriented approach to addressing logistics challenges.
- 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:

- Last date of application is **Monday, 17 November 2025.**
- Please [click here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to 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 fund / money from job applicant should be regarded as fraudulent