

ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.

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

Warehouse Assistant

Project	: Green Skills Development Project, Funded by WFP
Location of posting	: Ukhiya/Teknaf
Type of contract	: Fixed term contract
Duration of Contract	: Up to 31 January 2026 (if not extended)
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 warehouse assistant is primarily responsible for maintaining the warehouse functions with proper documentation as per AAB policy and procedures. The warehouse functions predominantly focus on receiving goods and materials, maintaining stock records, storing these properly ensuring safety, issuing as per request, monitoring regularly and physically counting the materials periodically, preparing periodical reports, taking appropriate actions to safeguard the materials from any sort of loss and damage including the other relevant functions as required from time to time. The incumbent is also responsible for preparing and maintaining all the documents related to every phase of these functions as per policy and preserving these in an organized way so that these can be found out easily and quickly as and when required for future reference and record. Warehouse Assistant will work under the direct supervision of the Officer-Admin & Logistics and maintain close collaboration with Project Manager and the other concerned department/unit, program and other stakeholders as required to perform the assigned tasks smoothly and timely in compliance with AAB as well as Donor's policy. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.

Key responsibilities include (not limited to):

Receiving Goods and Materials (20% of time)

- Being informed earlier, receive the goods and materials as per schedule.
- Check the receiving documents like Work Order/Challan.
- Offload, check quality and count the materials as per the WO/Challan.
- If quality, quantity, and all other things are found all right as per WO/Challan, receive the materials signing off the proper document, Delivery Challan/GRN etc. as appropriate.
- In case of any discrepancy with regard to quality and quantity, inform the supervisor and the concerned parties and take necessary actions as appropriate with proper documentation.

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.

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.

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 the schedule and perform their duties very carefully with due diligence.
- Prohibit access to the warehouse by 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: (05% of time)

- Take proactive approach and be positive to perform any other tasks as assigned by the Line Manager/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.

Required Educational Qualification and Experience

Experience & Training:

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

Education:

- At least a bachelor's degree in any discipline. A Postgraduate Diploma (PGD) in Supply Chain Management will be preferred.

Required Competencies

- Ability to work under pressure, particularly during emergency situations.
- Integrity and professionalism.

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.
- Knowledge of public safety and security procedures/protocols.

Relationships

- She/he will be reportable to Officer – Admin and Logistics.

Application instructions

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

- Last date of application is **16 February 2025**
- Please [click here](#) to submit your application. (ActionAid only received applications through this online recruitment module)



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 child abuse, exploitation and child labor and expects all employees to abide by the Child Protection Policy of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions with ActionAid Bangladesh. Any solicitation of job application costs should be regarded as fraudulent.