

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

Assistant - 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. 27,678 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary:

The Assistant Storekeeper provides operational support to the warehouse and logistics team. The main responsibilities include physical handling of stock of project materials, updating bin cards and inventory records, entering data into the inventory system, and keeping the warehouse clean, organized, and secure.

The Assistant Storekeeper will also support the Storekeeper/Warehouse Officer in preparing and maintaining documents related to warehouse and stock management activities in line with AAB and donor policies. All records should be properly organized and maintained for easy and quick reference when required.

The Assistant Storekeeper will work under the direct supervision of the Storekeeper and maintain close coordination with relevant departments, programme teams, and other stakeholders to ensure that assigned tasks are completed properly and on time, in compliance with AAB and donor requirements.

Key responsibilities include (not limited to):

Stock Handling, Put-away, & Store management (35% of Time)

- Physical Put-away: Physically move, stack, and arrange incoming supplies into their designated locations safely and systematically.
- FIFO/FEFO Execution: Ensure stock rotation strictly follows First-In, First-Out (FIFO) or First-Expired, First-Out (FEFO) rules on the shelves.
- Labelling & Tagging: Attach clear inventory tags, project codes, and barcode labels to pallets, boxes, and storage bins where necessary
- Space Optimization: Rearrange items as directed by the Storekeeper to maximize available storage capacity.

Material Picking, Packing, & Kitting Execution (20% of Time)

- Accurate Picking: Extract items from storage bins based on approved picking lists, ensuring exact matching of inventory number or item codes.
- Kitting Operations: Assemble and pack specific materials/ relief kits uniformly.
- Dispatch Staging: Securely pack, wrap, and stage items in loading areas, ready for transportation to project or distribution sites.
- Loading Support: Physically assist with loading and unloading delivery trucks and containers.

Data Entry into inventory software & Stock Card/Bin Card Maintenance. (20% of Time)

- Stock Card/Bin Card Updates: Manually update physical Bin Cards and Stock Cards immediately following any physical item movement (inflow or outflow).
- System Data Entry: Log day-to-day transactions (such as receipts, issues, or returns) into the organization's inventory software/ERP.
- Document Filing: Sort, organize, and archive copy paperwork like signed Good Received Notes (GRNs), Waybills, and Stock Release Forms.

Counting, Inspection, & Verification Support (10% of Time)

- Cycle Count Support: Participate actively in weekly, monthly, and annual physical inventory counts alongside the Storekeeper.
- Visual Inspection: Monitor and report any visual defects, broken packaging, water leakage, missing or pest infestation on items or structures.
- Expiry Alerts: Proactively flag items approaching their expiration dates (within 3 to 6 months) to the supervisor.

Facility Upkeep, Safety, & Labor Supervision. (10% of Time)

- Warehouse Cleanliness: Maintain absolute cleanliness across aisles, corridors, and shelves, ensuring dust-free storage conditions.
- Casual Labor Supervision: Help guide and monitor casual laborers or loaders during heavy load-handling activities.
- Security & Hazard Checks: Ensure all warehouse doors and windows are securely locked at the end of the day, and report any safety hazards (e.g., faulty wiring, blocked fire exits).

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 Assistant - Storekeeper will directly report to Storekeeper

Required Educational Qualifications and Experiences

- Diploma in Business Administration, Logistics and Supply Chain Management.
- At least 1-2 years of experience in a warehouse, stockroom, or retail inventory role. Experience with an INGO or humanitarian agency is an asset.

- High stamina required; must be comfortable with manual labor, lifting boxes (up to 20–25 kg), and standing for extended hours.
- Proven reliability, honesty in handling high-value assets, and a collaborative attitude to work alongside drivers, logistics personnel, and field staff.

Technical Skills

- Basic computer literacy, including data entry experience
- Foundational knowledge of Microsoft Excel.
- Knowledge of warehouse management and documentation.
- Knowledge of safe storing/stacking and recording.
- 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.

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.