



Organization	Islamic Relief Bangladesh
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, islamicrelief.org.bd
Vacancy Title	Warehouse Assistant (FF)
Number of Vacancies	Undefined
Working Place	Ukhiya, Bhasanchar
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Reporting Line Management	Admin & Logistics Officer
Project Name & Duration	UNOCHA, Six months
Program	Humanitarian Crisis Response
Employment Status	Full time
Monthly consolidated Salary	As per organizational approved salary matrix

Organization History:

Islamic Relief Worldwide (IRW) - founded in 1984 and based in Birmingham, UK - is an independent humanitarian and development organization. It supports the world's most vulnerable people in their fight against poverty & suffering regardless of race, political affiliation, gender, or belief, and without expecting anything in return. It is a signatory to the Code of Conduct for the International Red Cross and Red Crescent Movement.

IRW has a presence in 45 countries across the globe. Some funds of the organization come from individual donations and others from institutional donors such as the DFID, EU, SIDA, CIDA/IDRF, Forum Syd, WFP, UNDP, and ECHO.

Islamic Relief (IR) started working in Bangladesh in 1991 to help the distressed survivors of the devastating cyclone by providing emergency relief and supporting communities to rebuild in the wake of that cyclone. Initially, it focused on emergency relief & disaster preparedness activities. Later on, it expanded its programs on both humanitarian and development challenges. Now it works in an integrated manner combining emergency humanitarian assistance, short-term work opportunities, shelter support, awareness & training on different DRR, climate change, development, health & hygiene and social issues, cash grants, IGA means, health & nutrition, safe water & sanitation, education, advocacy and linkage with different service providers. As a registered charity, IR is open and transparent; it continually assesses its work and operational methods to improve impact and effectiveness. Islamic Relief values and commitment to safeguarding: IRB is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation, abuse, lack of integrity, and financial misconduct; and committed to promoting the welfare of children, young people, adults, and beneficiaries with whom IRB engages. IRB expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records checks. IRW also participates in the Inter-Agency Misconduct Disclosure Scheme.

In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse, and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

Duties & Responsibilities:

Objective	Activities	Working & Time Ratio (%)
Warehouse Operations and Inventory management	Receiving supplies, verifying quantities and conditions against purchase orders, delivery notes, and waybills.	60%
	Unloading, handling, and proper stacking of items in accordance with warehouse layout plans and safety standards.	
	Ensure proper labeling and organization of goods within designated storage areas.	

	<p>Preparation and dispatch of goods according to approved material requests.</p> <p>Ensure warehouse management practices follow organizational policies, donor regulations, and standard operating procedures (SOPs).</p> <p>Support the implementation of warehouse safety measures including fire safety, safe stacking, and pest control.</p> <p>Maintain cleanliness, order, and safety of the warehouse environment.</p> <p>Maintain accurate stock card, stock registers for all warehouse items.</p> <p>Store the received materials in the warehouse like organized by proper identification and traceability and ensure its quality, safety and security.</p> <p>Conduct periodic physical inventory including monthly and quarterly stock checks.</p> <p>Immediately report stock discrepancies, damages, losses, or expired items to the supervisor.</p> <p>Assist in monitoring stock levels and informing supervisors about low stock or replenishment needs.</p>	
Documentation and Reporting	<p>Prepare and maintain proper documentation including: Goods Received Notes (GRN), Goods Delivery Note (GDN), Material Requisition Form (MR), Stock card, Stock Registers etc.</p> <p>Ensure all documents are properly filed and accessible for audit and donor IR management verification.</p> <p>Support data entry and updating of inventory tracking systems or spreadsheets.</p> <p>Prepare and submit monthly stock report at the end of each month</p>	10%
Coordination	<p>Coordinate with logistics, procurement, and program teams regarding stock movements and dispatch schedules.</p> <p>Manage casual laborers during receiving and dispatch operations.</p> <p>Provide logistical support during emergency distributions or large-scale program activities.</p> <p>Transport Management, Billing, Challan checking.</p> <p>Real-time notification to supplier to deliver materials on time.</p> <p>Identifying risky dealing with supplier and notifying on time to address delivery tracking through others option.</p> <p>Disseminating real time information with the team lead to settle any requirement through proper documented way.</p> <p>Monitor supplier initiative and arrange communication to meet with the respective management if required.</p> <p>Support in the Procurement of materials like requisition, receiving follow-up etc.</p>	20%
Others	<p>Participate & involved with seasonal programs (Ramadan, Qurbani, Winterization) activities through warehouse management.</p> <p>Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programs goals on safeguarding implementation and as well as act as a key source of support guidance and expertise.</p>	10%

Person Specification
Essential Requirements
Education

- Bachelor's degree in supply chain management, Logistics, Business Administration, or a related field.
- Diploma or technical training in warehouse or logistics management may also be considered.

Experience

- Minimum 2–3 years of experience in warehouse management, logistics, or inventory control.
- Experience in receiving, storing, and dispatching goods in an organized warehouse environment.
- Practical experience maintaining stock cards, stock registers, and inventory records.



- Experience in preparing and managing warehouse documentation such as GRN, GDN, and Material Requisition forms.
- Experience conducting periodic stock counts and physical inventory verification.

Technical Skills

- Good knowledge of warehouse operations and inventory management practices.
- Ability to maintain accurate documentation and inventory records.
- Basic computer skills including Microsoft Excel, Word, and inventory tracking spreadsheets.
- Understanding of warehouse safety standards including safe stacking, fire safety, and storage practices.
- Ability to coordinate stock movements and dispatch activities with multiple teams.

Core Competencies

- Strong organizational and record-keeping skills.
- Attention to detail in inventory management and documentation.
- Ability to work under pressure during large distributions or emergency program activities.
- Good communication and coordination skills with suppliers, transporters, and internal teams.
- Ability to supervise and manage casual laborers during warehouse operations.
- Compliance and Ethics
- Commitment to following organizational policies, standard operating procedures, and donor regulations.
- Awareness of workplace safety and safeguarding principles.
- Ability to maintain integrity and transparency in stock management and reporting.

Desirable Requirements

Education and Training

- Professional training in logistics, supply chain, or warehouse management.
- Certification in inventory management or warehouse operations.

Experience

- Experience working with humanitarian or development organizations.
- Experience supporting seasonal or large-scale distribution programs such as food distribution, winter support, or emergency relief.
- Experience coordinating with procurement and logistics teams in supply chain operations.

Technical Skills

- Experience using digital inventory management systems or warehouse management software.
- Knowledge of transport documentation, billing processes, and challan verification.

Additional Competencies

- Problem-solving skills in managing delivery delays or stock discrepancies.
- Ability to identify risks related to supplier delivery and suggest alternatives.
- Experience preparing periodic stock and warehouse reports for management or audits.

Apply Instruction:

If you believe your qualifications, exposure, and experience match our requirements, and you are dedicated to upholding the values and principles of Islamic Relief, please apply through BDJOBS on or before the closing date. Only shortlisted candidates will be contacted for further selection.

EQUAL OPPORTUNITIES:

Islamic Relief Bangladesh considers diversity in the workplace and is a committed equal opportunity employer. We encourage applications from all suitable candidates regardless of race, family/marital status, ethnicity, disability, class, caste, or religion.