Associate Officer, Store (BRAC Dairy and Food Project)

Location: BDFP Factory, Gazipur Sadar, Gazipur

Date Posted: November 22, 2026

Last Date of Application: December 5, 2026

BRAC is an international development organisation founded in Bangladesh that partners with over 100 million people living with inequality and poverty globally to create sustainable opportunities to realise potential.

Are you passionate about business and social change? Do you have innovative ideas about how markets can work for development? Are you enterprising, innovative, do you think differently? BRAC Enterprises support people to become self-reliant. Aarong celebrates the skills and traditions of artisans, Aarong Dairy links small-scale producers, often with just a few cows, to commercial markets, BRAC Seed provides seeds to millions of farmers in rural areas. Enterprises are diverse and always evolving, but with the same goal - ensuring everyone has a livelihood. Get deep into products and their impact on peoples' lives. Innovate for impact. Join BRAC Enterprises.

Job purpose

To ensure the receiving of all final products and maintain proper storage and ensure distribution as per sales demand.

Key responsibilities

- Receiving, issuing and record keeping in professional way.
- Keeping stock maintained by Re-order level.
- Maintaining FIFO, products stake, Temperature, Labor, Hygiene and cleanliness.
- Maintaining inventory and keeping records of all received and distributed materials.
- Updating ledger & reports.
- Prepare stock reports on daily and monthly basis.
- Physically inventory check and inform to supervisors.

- Stock review and control.
- Write-off damage and expired products through approval.
- Should be able to entering data & preparing of management reports based on computerized inventory / ERP system

Safeguarding responsibilities

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

Educational requirements: The candidate should have Bachelor/Masters any discipline with minimum 2nd division/class or equivalent GPA/CGPA in all academic examinations from any recognized institution. (Age, Education and Experience will be relaxed for the potential candidate)

Required knowledge

- Store Management
- Computer Application
- Food safety management System
- Good warehouse practice.

Required skills

- Ability to manage multiple tasks with prioritizing deadlines and opportunities with flexibility
- Good Communication and interpersonal skills
- Strong analytical skills and data-driven thinking
- Analytical ability, problem solving and reporting
- Self-motivated and people management skills



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Required competencies

- Working to high pressure and tight deadlines while at the same time
- Learning and sharing knowledge
- Proactive and highly motivated
- Ability to work in a team and to develop networks and collaborations accordingly
- Ability to carry out assigned tasks independently;
- Demonstrating/safeguarding ethics and integrity;
- Relationship Building
- Work Prioritizing

Experience requirements: At least 01 year(s)

Job Location: BDFP Factory, Gazipur Sadar, Gazipur

Other benefits: Health & Life Insurance Benefit, Festival Bonus, Contributory Provident Fund, Gratuity and others

Application Deadline: 05 December, 2026

Read Before Apply

BRAC believes that everyone we work with—including our staff, programme participants, partners, and the communities we serve—has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation, including sexual exploitation and abuse.

We uphold human dignity and inclusion for all, regardless of age, race, religion, gender, disability, ethnic origin, or socio-economic background. We are an equal opportunity employer. We especially encourage those who have shown resilience—who have faced personal struggles, bounced back, and continued to move forward—to apply.

"BRAC does not charge any fees at any stage of the recruitment process."

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