

Qualifications, Experience required, and other Information for Recruitment

Position: Executive, Procurement and Logistics

The Procurement and Logistics Office plays a vital role in ensuring the timely and cost-effective procurement of goods, services, and equipment required for the University's academic and administrative operations. As an Executive in the Procurement and Logistics Office, you will have the opportunity to contribute to the efficient management of procurement activities.

Education Qualification and Experience:

Candidates must have a Master's degree/MBA from a recognized university. A minimum of **03 years of work experience** as an **Assistant Executive** or in an equivalent position is required. Candidates with relevant experience in procurement, logistics, supply chain management, or administrative operations in a private university or a similar organization will be given preference.

Key Responsibilities:

- Liaising with departments and faculties to solve all types of problems related to safety, security, cleanliness and beatification.
- Arranging procurement for promotional items and distributing them as per the allotment.
- Looking after the Canteens; foods and service provide by the canteen staff and putting continuous effort for improvement.
- Assist in planning and executing procurement activities in accordance with the University's procurement policies and procedures.
- Prepare purchase requisitions, requests for quotations (RFQs), comparative statements, purchase orders, and other procurement-related documents.
- Coordinate with vendors and suppliers to ensure the timely delivery of goods and services.
- Perform any other duties assigned by the Registrar or the University authority.

Read Before Apply

- Salary may be negotiable for highly deserving candidates
- Experience and requirements are may be relaxed otherwise exceptionally qualifies candidates
- Only shortlisted candidates will be called for the written test
- If the applicant does not apply in the prescribed form of the university the application will be rejected

**Photograph must be enclosed with the resume.*

Apply Procedure

1. Please download the application form from www.easternuni.edu.bd/career fill-up the form and attach it to your email message and
2. Applicant must apply in the prescribed form
3. Attach a bank draft/pay order of Tk. 200/- (Two hundred only) payable in favor of Eastern University with hard copy application, or bKash Tk.200/- to 01795711361 and send the TrxID along with the online application form.
4. send it to jobs@easternuni.edu.bd, email subject should be `Position Name`
 - **For email the application Prepare single PDF file including:**
 - Completed Job Application Form (in Eastern University prescribed format)
 - Recent passport-size photograph (soft copy to be pasted in Job Application Form)
 - Copies of all educational certificates, transcripts/mark sheets, experience certificates, and publications
 - National ID card and any other supporting documents (if applicable)

or send the hard copy to: The Registrar, Eastern University, Ashulia Model Town, Ashulia, Savar, Dhaka. Mention the position on top of the envelope.