



Jagorani Chakra Foundation

Admin and Logistic Assistant, PEP Phase- 4

Application Deadline : **19 May 2026**

Matching Percentage

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Summary

Vacancy: 1

Salary: Tk. 40000 (Monthly)

Age: **At least 25 years**

Experience: **At least 2 years**

Location: Cox`s Bazar

Published: 10 May 2026

Application Insights

View

Requirements

Education

- Post Graduate in Commerce

Experience

- At least 2 years

Additional Requirements

- Age At least 25 years

Minimum of 2 years' experience in the relevant field.

Basic computer skills on MS-Office and MS-Excel.

Knowledge of the local language will be an asset.

Responsibilities & Context

Jagorani Chakra Foundation (JCF) is a national voluntary social welfare organization. JCF is going to implement BG_Peer Education Project (PEP) Phase- 4 supported by Save the Children. To ensure the quality implementation of the project, JCF intends to recruit project staff for this leadership position from qualified candidates of Bangladeshi nationals.

Job Responsibilities

- Planning and performing work that involves ordering, receiving, inspecting, delivering, and returning of the damaged goods.
- Maintaining invoices and register to record the receiving of the goods.
- Managing of all documentation to confirm proper stock and inventory.
- Ensuring safekeeping of materials as to quality and quantity.
- Monitoring on the maximum stock limit so that unnecessary purchases can be avoided.
- Checking and receiving of materials purchased.
- Arranging for the storage inappropriate place.
- Providing of administrative and logistics support for organizing various activities.
- Follow the organization's Child Safeguarding, Protection from Sexual Exploitation and Abuse (PSEA), Gender, Money laundering, Whistle Blowing and other Policies.

Compensation & Other Benefits

Consolidated Tk. 40,000 per month and other admissible benefits as per organizational policy as well as the project.

Workplace

Work at office

Employment Status

Full Time

Job Location

Cox`s Bazar

Read Before Apply

Application sending address:

Jagorani Chakra Foundation (JCF), Head Office, 46 Mujib Sarak, Jashore- 7400/ E-mail Address: job.jcf@gmail.com

Application Process:

Applications should be addressed to the Executive Director. A complete CV with a recent passport-size color photograph must be attached, and the applicant's mobile phone number must be mentioned in the application. The name of the position applied for should be clearly written on the top of the envelope. For email applications, the CV must be submitted in PDF format.

Recruitment Procedures:

Shortlisted candidates will be invited to participate in the selection examinations (both written and oral). The authenticity of information provided in the CVs of candidates who pass the selection exam will be verified through the organization's internal process. Candidates must also be medically fit in the pre-employment health examination.

Special Notes:

Any form of recommendation will be considered a disqualification. This primarily head office-based position requires occasional travel across the country; candidates unwilling to travel need not apply. Applicants who have previously been relieved from any organization, or those accused of Money laundering, harassment, sexual exploitation, sexual harassment, or sexual abuse, are not eligible to apply.

This recruitment possesses equality of opportunity and non-discrimination for all job applicants. We seek to ensure we achieve diversity in our workforce regardless of gender, race, religious beliefs, nationality, ethnic/national origin, sexual orientation, age, marital status, and disability. Any convicted child abuser will be disqualified. Jagorani Chakra Foundation (JCF) is an equal-opportunity employer.

Apply Procedure

Email Your CV

Send your CV to the given email job.jcf@gmail.com

Company Information

Jagorani Chakra Foundation

Address:

46 Mujib Sarak, Jashore.

Business:

Jagorani Chakra Foundation (JCF) is a national voluntary social welfare organization.

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