



CAREER OPPORTUNITY

SHARIF PHARMACEUTICALS LIMITED, an ISO certified company, having state-of-the-art plant, is committed to serve the country as a leading pharmaceutical company. We are looking for following position -

Executive/Sr. Executive, Supply Chain

Job Responsibilities

- Develop and execute monthly/quarterly procurement plans based on the Purchase Requisitions.
- Source raw materials, packaging materials, equipment, reagent, consumables as per the specification.
- Negotiate prices, and manage relationships with local and international suppliers, ensuring compliance with GMP and regulatory standards.
- Manage Letter of Credit (LC) opening, documentation, customs clearance, and coordinating with C&F agents for clearing goods from customs.
- Monitor inventory levels to prevent shortages or overstocking of APIs and excipients, ensuring optimal stock levels.
- Work closely with Quality Assurance (QA) to validate materials and maintain compliance with pharmaceutical regulations.
- Prepare, review, and maintain procurement reports, comparative statements, and inventory data, typically using ERP software.
- Identify potential risks within the supply chain and develop mitigation strategies to minimize disruptions.

Job Nature

Full-time

Educational Requirements

B. Pharm/ M. Pharm from reputed university. PGD in Supply Chain/MBA in Supply Chain will be treated as added advantage.

Experience Requirements

Minimum 3 years job experience in similar post of any reputed Pharmaceuticals industry

Job Requirements

- Age 30 to 32 year(s)
- Good interpersonal and communication skill
- Effective negotiation skill
- Knowledge on terms and regulations for local and overseas procurement
- Energetic and ready to work under pressure
- Good command over MS-Office & Excel

Job Location

Liaison office, Dhanmondi, Dhaka.

Salary Range

Negotiable

Other Benefits

- Mobile bill
- Salary Review: Yearly
- Festival Bonus: 2
- Leave: As per company policy

If you meet the required criteria and have interest to apply are requested to send CV with all Academic Certificates and photocopy of National ID within **10th March, 2026**.

Human Resources Department Sharif Pharmaceuticals Limited

House # 15/C, Road # 15 (new), 33 (old),
Dhanmondi, Dhaka-1209, Bangladesh.
E-mail:hrdjobs@sharifpharma.com

