https://cargocenterbd.com/job/warehouse-operations-executivea-2/

Air Cargo Documentation Officer

Hiring organization
CARGO CENTER Ltd.

Employment Type
Full-time

Job Location
Warehouse: 82-83, Masimpur, Nishatnagar, 1204, Tongi, Gazipur, BD

Working Hours
08h

Base Salary
৳ 25,000

Date posted
November 3, 2026

Description

The Warehouse Operations Executive oversees daily inbound and outbound logistics, tracks stock levels, supervises floor staff, and ensures the warehouse runs safely, accurately, and on schedule. They bridge the gap between physical warehouse tasks and system-level recordkeeping.

Responsibilities

Inventory & Stock Management:

Oversee the receipt, inspection, and storage of incoming raw materials or finished goods.

Conduct regular physical stock counts (cycle counts) and reconcile them with ERP or Warehouse Management System (WMS) records.

Enforce **FIFO** (First-In, First-Out) or **FEFO** (First-Expired, First-Out) stock rotation practices.

Order Fulfillment & Dispatches:

Coordinate picking, packing, and staging of customer orders.

Prepare delivery challans, invoices, and shipping documentation.

Liaise with transport partners and drivers to ensure on-time dispatch and track proof of delivery (POD)

Qualifications

Higher Nitec
Must-have skills:Warehouse operations
Nice to have:Experience in F&B industry

Job Benefits

free food & beverag

estraining opportunities

Contacts

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