



The IBN SINA Pharmaceutical Industry PLC Insight

Executive/ Sr. Executive, Material Management & Inventory Control (MMIC), Unit-2 (Mawna, Gazipur)

Application Deadline : 04 Nov 2026

Vacancy: --

Location: **Gazipur**

Experience: **2 to 5 years**

Age: **25 to 35 years**

Salary: **Negotiable**

Published: **27 Oct 2026**

Requirements

Education

- Master of Pharmacy (M. Pharm) or
- Master's of Science (M.Sc.) in Chemistry, Applied Chemistry, Biochemistry, Pharmaceutical Chemistry from any reputed University.

Experience

- 2 to 5 years
- The applicants should have experience in the following business area(s):
Pharmaceutical/Medicine Companies

Additional Requirements

- Age 25 to 35 years
- Candidates having training on WHO GMP, PIC/S GMP, GDP. GWHP and MS-Excel;
- 2-5 years of hands on experience in the Material Management & Inventory Control Department of a reputed pharmaceutical Manufacturing company;
- Soft skill on computer literacy MS-Excel, MS-Ward, V-LOOKUP, X-LOOKUP, COUNTIF, SUMIF;
- Candidates should be self-motivated, capable of working under pressure, willing to work in shifts when required and committed to maintaining GMP, safety, and regulatory

compliance;

- Maximum age 35 years.

Responsibilities & Context

- Create PO for required Raw Materials, common packaging materials and consumable materials within the Inter Plant and share to the respective plant for delivery within lead time;
- Proper Implementation of new software SAP, Strengthen the Material Management, ensure input Materials availability for batch production, operational readiness of the new manufacturing facility (Unit-2);
- Prepare necessary documents (SOPs and EOPs) for MMIC department and handling of Deviation, Investigation, QIR, CAPA, CDR, CCR & other documents for relevant regulatory requirement;
- Proper Implementation of new software SAP, Strengthen Warehouse Operation, Sampling & Dispensing booth commissioning and operational readiness of the new manufacturing facility;
- Supervise and monitor the routine activities and operation of FG warehouse, SPM warehouse and dispensing operation;
- In time dispensing of Passed materials for Batch production as per reservation from Production Department. Also Sampling & Dispensing booth commissioning and operational readiness of the new manufacturing facility.
- Responsible to carry out any other duties as when assigned by Head of the Department.

Skills & Expertise

Other Relevant Skills

ERP Implementation

Inventory Management

Purchase Order Management

Compensation & Other Benefits

- Medical allowance, Profit share, Provident fund, Gratuity, Mobile bill
- Salary Review: Yearly
- Lunch Facilities: Full Subsidize
- Festival Bonus: 2

- As per company rules.

Workplace

Work at office

Employment Status

Full Time

Job Location

Gazipur

Read Before Apply

Appeared candidates need not to apply. Departmental candidates having requisite qualifications and candidates those who are in job elsewhere will apply through proper channel. Incomplete or unsigned or wrong/false information applications will be rejected outright.

Apply Procedure

Hard Copy

Candidates with good moral character, attractive personality, sound health & active nature are encouraged to apply with Cover letter, details & updated CV and copies of all academic/professional and experience certificates along with contact numbers & 3 copies of recent color photographs, copy of National ID card (all duly attested) mentioning the name of the applied post on the top of envelop latest by 4 November 2026 during office hour to the following address.

Human Resource Department

The IBN SINA Pharmaceutical Industry PLC

Tanin Center, 3 Asad Gate, Mirpur Road, Mohammadpur, Dhaka-1207

(Only short-listed candidates will be called for interview)



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Address:

Tanin Center, 3 Asad Gate, Mirpur Road, Mohammadpur, Dhaka-1207.

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 রিপোর্ট

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