

The IBN SINA Pharmaceutical Industry PLC

Position: Executive, International Procurement

Application Deadline: 05 March 2026

Job Location: Dhaka

Employment Type: Full-Time

Workplace: Office-based

Educational Requirements

- MSc or MBA from any reputed university

Additional Requirements

- Age: 25–32 years
- Relevant experience will be given preference (Freshers are encouraged to apply)
- Non-smoker
- Attractive personality with sound health
- Strong communication skills in both English and Bengali
- Computer literacy is mandatory

Key Responsibilities

- Procurement of printing & packaging materials, promotional items, gift items
- Sourcing raw materials, machinery, and reference standards (local & international)
- Perform any additional duties assigned by the Head of Department

Compensation & Benefits

- Competitive and negotiable salary
- Medical allowance
- Provident fund
- Gratuity
- Profit sharing
- Performance bonus
- Tour allowance
- Mobile bill allowance
- Fully subsidized lunch facility
- Two festival bonuses
- Annual salary review
- Other benefits as per company policy

Important Instructions

- Candidates who have already appeared for this position need not apply
- Departmental candidates and currently employed applicants must apply through proper channel
- Incomplete, unsigned, or false information will lead to rejection
- Age may be relaxed for experienced candidates

Application Procedure (Hard Copy Only)

Interested candidates with good moral character, active personality, and sound health are requested to submit:

- Cover letter
- Updated CV
- Copies of all academic, professional & experience certificates (attested)
- Copy of National ID card (attested)
- 3 recent passport-size color photographs
- Contact numbers

Please clearly mention the applied position on the top of the envelope and send the complete application by **5 March 2026** (during office hours) to:

Human Resource Department

The IBN SINA Pharmaceutical Industry PLC

Tanin Center

3 Asad Gate, Mirpur Road

Mohammadpur, Dhaka-1207

 Only shortlisted candidates will be contacted for an interview.