

Procurement Officer

Deadline: July 15, 2026 | Type: Full Time | TIMING: Day Shift



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APX Group, representing **Apex DMIT, Kazi Resort**, and **Apex Property**, is seeking an experienced **Procurement Officer** to support financial operations and procurement activities across the group. The role involves assisting with accounting functions, vendor coordination, purchase processing, and maintaining proper financial and procurement documentation while ensuring compliance with organizational policies and procedures. The ideal candidate should have relevant experience in accounting and procurement, strong attention to detail, and the ability to work collaboratively in a dynamic, multi-business environment.

Responsibilities & Context

- Manage daily receipts and payments; accurately record transactions in the accounting software.
- Prepare financial reports and ensure compliance.
- Handle fixed asset management and related documentation.
- Prepare and submit VAT and tax challans on time.
- Inventory management.
- Enlist and maintain vendor relationships.
- Manage procurement of supplies efficiently.

Educational Qualification

bachelor's degree in accounting/management/supply chain Management or Any related field.

Work Experience: 3 to 6 Years

Office Location: Banani

Application Link: <https://www.career.apexdmit.com/>