

WE ARE
HIRING

Deputy Manager / Manager Procurement

Job Purpose:

The position is responsible for the timely and cost-effective procurement of assigned materials in alignment with project schedules.

Job Responsibilities:

- Prepare material demand forecasts, procurement plans, and action timelines
- Analyze the market, source materials, develop supply strategies, carry out procurement activities, and ensure OTIF (On-Time In-Full) delivery
- Identify and take initiatives for cost-saving and cost-reduction activities to optimize cost and value
- Oversee the procurement of building construction materials along with EME items such as lifts, generators, substations, fire detection & protection systems, VRF/HVAC systems, solar systems, pumps, etc.
- Prepare requests for quotation (RFQ) as per finalized technical specifications and manage documentation processes
- Prepare comparative statements, issue work orders, and follow up on material deliveries
- Prepare weekly and monthly reports on material receipt, update material tracking systems, analyze material pricing, and provide inputs to the planning team for regular price updates
- Follow up on LC-related processes with banks, insurance companies, and suppliers/local agents of OEMs
- Monitor and follow up on all EME works and evaluate supplier performance
- Manage internal and external stakeholders
- Conduct vendor development and enlistment, manage supplier performance, and establish strategic relationships to enhance capability and motivation

Qualification & Experience:

- Bachelor's degree in Engineering (preferably ME, IPE, or EEE) or Business Administration from a reputed public or private university
- 5-7 years of relevant industry experience in procurement
- Professional certification in SCM will be given preference

Knowledge, Skill & Technical/Functional Abilities:

- Material sourcing and preparation of RFQs
- Preparation of comparative statements based on RFQs
- Issuance of work orders and follow-up on material delivery
- Invoice collection and payment processing
- Proficiency in Microsoft Office Suite

Job Location: Dhaka

E-Mail your CV mentioning name of the position applied for along with a recent passport size photograph attached with the CV at this mail address:

sarim@rangsproperties.com.bd

Apply on or before

February 25, 2026

Note: Please mention the position and department in the subject line of the email.
*Only shortlisted candidates will be called for interview.

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PROPERTIES

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