

Akij Plastics Ltd is Hiring!

Position: Assistant Officer – Transport

Application Deadline: **28 February 2026**

Job Location: Anywhere in Bangladesh

Salary: Negotiable

Employment Status: Full-Time

Workplace: Office

Educational Requirements

- Bachelor's Degree (Honors) in any discipline

Age Requirement

- 24 to 32 years

Experience

- 2–3 years of experience in depot transport management will be given preference
- Fresh graduates are encouraged to apply

Key Responsibilities

- Supervise routine vehicle maintenance, repairs, and inspections to ensure safety and operational efficiency
- Coordinate daily transport operations, including driver scheduling and route optimization
- Ensure compliance with traffic laws, transport regulations, and company safety policies
- Maintain accurate records of fuel usage, mileage, maintenance logs, and driver documentation
- Train, monitor, and evaluate driver performance
- Prepare and submit transport-related reports to management
- Perform additional duties as assigned by management

Required Skills

- Strong communication and interpersonal skills
- Proficiency in MS Excel and MS Word
- Reporting and documentation expertise
- Knowledge of warehouse transportation management

Compensation & Benefits

- Provident Fund
- Gratuity
- Medical Allowance
- Yearly Salary Review
- 2 Festival Bonuses

 Apply here: <https://jobs.bdjobs.com/jobdetails/?id=1461746&ln=1>