



Research, Training and Management International

581, Shewrapara, Begum Rokeya Sharani, Mirpur, Dhaka-1216, Bangladesh

E-mail: rtm@rtm-international.org

Job Vacancies at RTM International

Job Circular No.: 20260618-007-2

Position: Store Keeper

Reports To: Logistics Officer

Number of Vacancies: 02

Research, Training and Management (RTM) International is a national NGO implementing various projects with the support of the Government of Bangladesh, UNFPA, UNICEF, and other development partners. To ensure efficient inventory management, proper storage and distribution of supplies, accurate stock record maintenance, and compliance with organizational procedures, RTM International intends to recruit **2 Store Keeper** for its store room.

Position Summary:

The Store Keeper will be responsible for maintaining proper inventory records, receiving and issuing supplies, ensuring safe storage of materials, conducting regular stock verification, and preparing accurate stock reports. The position will support the efficient management of store operations while ensuring compliance with organizational policies and procedures.

Job Responsibilities:

Inventory and Store Management

- Receive, inspect, and verify all incoming goods against purchase orders, delivery challans, and other supporting documents.
- Ensure proper storage, labeling, and organization of all materials according to established inventory management standards.
- Issue materials only against approved requisitions and maintain proper issuance records.
- Monitor stock levels and notify the supervisor when stock reaches the minimum reorder level.
- Maintain clean, secure, and well-organized store facilities to protect items from damage, loss, or deterioration.

Stock Control and Record Keeping

- Maintain accurate stock registers, bin cards, inventory databases, and other store documentation.
- Maintain and update the (E-stock) management system regularly, ensuring accurate and timely recording of all stock receipts, issuances, transfers, adjustments, and balances.
- Update stock records promptly following every receipt and issuance of materials.
- Conduct regular physical stock counts and support periodic inventory reconciliation.
- Investigate and report stock discrepancies, damages, expiries, or losses to the supervisor.
- Ensure proper filing and preservation of all inventory-related documents.



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Reporting and Compliance

- Prepare weekly, monthly, and ad hoc inventory and stock status reports.
- Support internal and external audits by providing accurate inventory records and required documentation.
- Ensure compliance with organizational policies, donor requirements, and standard operating procedures related to inventory management.
- Maintain confidentiality and accountability for all store transactions.

Coordination and Logistics Support

- Coordinate with procurement, logistics, finance, and program teams regarding receipt and distribution of supplies.
- Assist in planning timely distribution of project materials to field locations.
- Support asset verification and inventory tracking as required.
- Perform any other duties assigned by the supervisor related to store and inventory management.

The Store Keeper will perform any other duties assigned by the Supervisor/ organization in line with program objectives, emergency response needs, and organizational priorities.

Employment Status:	Contractual
Salary :	=28,286/- BDT
Job Location:	Ukhiya, Cox'sbazar.
Educational requirements:	▪ Bachelor's degree from a recognized university in Social Science, Business Administration, Management or a related discipline.
Experience and other Requirements:	• Minimum 1–2 years of relevant experience in storekeeping, warehouse management, inventory control, or logistics, preferably in an NGO, INGO, or development organization. • Experience in maintaining stock registers, electronic inventory (E-stock) systems, and preparing inventory reports. • Practical experience in receiving, storing, issuing, and tracking project supplies and assets. • Experience supporting inventory audits, stock reconciliation, and compliance with organizational policies and donor requirements. • Sound knowledge of inventory management and warehouse operations. • Proficiency in Microsoft Office applications, particularly Excel and Word; experience with inventory management software will be an added advantage. • Strong organizational, documentation, and record-keeping skills with attention to detail. • Good analytical, communication, and interpersonal skills.



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	• Ability to work independently and collaboratively in a multicultural team environment. • Demonstrated integrity, accountability, and commitment to maintaining confidentiality. • Willingness to travel to project sites as required. • Ability to work under pressure and meet deadlines while maintaining accuracy.
Compensation & other benefits:	As per organization policy.
Last date of submission:	25 June 2026
Applying to:	job01@rtm-international.org

Read Before Apply:

The incumbent will maintain and abide by the RTM International Code of Conduct in discharging any duties in the refugee camps (while interacting/treating/counseling the refugee population) and commit to abide by the PSEA core principles and other issues.

Attention:

RTM International has a Policy regarding Protection against Sexual Exploitation and Abuse (PSEA), a Gender Policy, and a Child Protection Policy. The organization has a Policy of Zero Tolerance regarding this issue. Candidates having knowledge of PSEA will be preferred. Female candidates are encouraged to apply.

Application Instruction

Job Circular No.: 20260618-007-2

(Applicant must mention job circular no. & Position in E-mail Subject Line)

Interested candidates may apply to **the Director (Administration), RTM International, 581 Shewrapara, Mirpur, Dhaka 1216** by sending their application and details CV along with recent passport size photographs, copy of NID, copy of all academic certificates and contact details **on or before 25 June 2026** to E-mail address: job01@rtm-international.org ***(indicating Circular No. & Position name in the Subject line)***.

Only short-listed candidates will be called for interview.

No TA/DA will be provided for attending the interview.

Director (Administration)