

JOIN THE LEADER

SQUARE Pharmaceuticals Limited, the flagship company of **SQUARE Group** and certified by major international pharmaceutical regulatory authorities, is holding the **1st position in the pharmaceutical industry** among all national and multinational companies of Bangladesh since **1985**, and is now on its way to become a high performance global player by starting the operation of state-of-the-art pharmaceutical **manufacturing plant in Kenya**. Right now we are looking for smart, energetic and result oriented team members, who will share with us our pride and support our continuous growth. If you think you have what it takes to be a member of **SQUARE**, do not wait to apply as:

Junior Officer

Department: **General Services and Accounts & Finance**

Job Location: **Pabna**

Major Duties and Responsibilities

For General Services Department

- Supervise and monitor housekeeping of factories and staffs
- Check all bills of purchase related to breakfast, lunch, tiffin and dinner
- Supervise and monitor canteen and kitchen related activities
- Survey on daily market rate of fresh items and groceries
- Handle scrap related activities and assist in local purchase
- Monitor and manage transport pool
- Maintain public relation with necessary stakeholders
- Maintain employee sales center
- Maintain document related to different bills, housekeeping, transport, sales center related activities

For Accounts & Finance Department

- Update information in Vat Management System (VMS), check and verify correctness of information, issue VAT chalan, and document bill of Entries, Chalan and invoices
- Communicate with cross functional departments and collect relevant information and documents
- Download and check production information from SAP, Upload in VMS and update inventory position in VMS
- Check received BE/Invoice/Vat-chalan, download purchase information from SAP, scrutinize rebate-able and upload rebate in VMS
- Collect product receipt from SAP, scrutinize relevant BE/Invoice/Vat-chalan, determine correct product coefficients, update Musak-6.3 (price declaration) and preserve documents for further reference

Pre-requisite to apply

- BBS/ MBS in Management/Accounting.
- 1-2 years of experience in related work in reputed pharmaceutical company is mandatory.
- Within 30 years of age.

Apply Instruction

Please apply through email to hrd@squaregroup.com with a complete CV along with two recent passport size color photos & photocopies of education certificates and national ID card within **December 04, 2021**.

- **Subject line of email should be “Application for the post of Junior Officer, GSD” / “Application for the post of Junior Officer, A&F”.**
- **Only short-listed candidates will be called for written examination.**
- **Any persuasion will disqualify the candidature.**