



Post: Manager – Procurement and Admin

Job Nature: Full Time.

Number of Vacancy: 1

Job Brief

Bangladesh Football Federation is seeking a highly skilled and experienced individual to join as the Manager – Procurement and Admin. The Manager will be responsible for managing the purchasing process from selecting suppliers to ensuring stock optimization, as well as provide guidance on sourcing and procurement processes. Additionally, he/she will be responsible for look after the BFF Admin part of Bangladesh Football Federation.

As the Manager- Procurement and Admin must be a supply chain and logistics expert who will specialize in implementing cost-effective purchases of all goods and services, as required by the company. Ensuring quality control and adhering to the company's policies and procedures on supply chain management. If you're passionate about the job and can think of ways to add creativity to your work, we'd like to meet you.

Responsibilities

- Overseeing all the purchase related work in accordance of compliance with FIFA, AFC.
- Overseeing all the repairing work both in office and stadium – Civil work, electrical, sanitary and others.
- Developing procurement strategies that are inventive and cost-effective.
- Ensuring tournament-based logistics support in BPL, BCL, Federation Cup, Independence Cup, Age level, international tournaments, Friendly Matches etc.
- Preparing procurement reports.
- Sourcing and engaging reliable suppliers and vendors and negotiating with suppliers and vendors to secure advantageous terms.
- Controlling the procurement budget and promoting a culture of long-term saving on procurement costs.
- Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility.
- Building and maintaining long-term relationships with vendors and suppliers.



- Approving purchase orders and organizing and confirming delivery of goods and services.
- Performing risk assessments on potential contracts and agreements.
- Overseeing and managing the IT systems that track shipments, inventory, and the supply of goods.
- Manage day-to-day office operations, correspondence, and record keeping.
- Supervise office supplies, logistics, and inventory.
- Act as liaison between BFF departments, clubs, regional associations, and external stakeholders.
- Provide administrative support in planning and execution of domestic and international tournaments.
- Support the Finance Department with basic documentation and bill processing.
- Oversee maintenance of office premises, meeting rooms, and training facilities.
- Prepare regular administrative reports for senior management.
- Any other tasks as framed and assigned from time to time by the Management

Requirements and skills

- Master's degree in supply chain management, logistics or business administration.
- The applicants should have experience in the following area(s):
Supply chain and Logistics, Vendor management.
- In-depth knowledge of preparing and reviewing contracts, invoicing and negotiation terms.
- Excellent communication skills
- Ability to think and act quickly
- A team player
- Attention to detail

The BFF offers competitive remuneration packages with excellent CPD and support mechanisms. Due to the requirements of this role the successful applicant will undergo a screening process. If you are interested and feel to meet the criteria for this post, please send your CV and a covering letter to:

Human Resources Department, Bangladesh Football Federation, BFF House, 14/B Outer Circular Road, Motijheel C/A, Dhaka-1000 by post or email to recruitment@bff.com.bd with the subject line: "Application for Manager- Procurement and Admin – BFF" by 7th October 2025.

Only the short-listed candidates will be called for Interview.