

 We're Hiring: Manager, Administration & Crisis Management  Dhaka

Join ACI Logistics Ltd. (Shwapno) to lead administrative operations and ensure effective crisis management across our organization.

 If you have strong leadership skills and experience in administration, facilities, or operations - this could be your next big opportunity!

 Apply now: hiring.shwapno.retail@acilogistics.net

Manager, Administration & Crisis Management

Key Responsibilities:

- Manage day-to-day administrative operations to ensure smooth and efficient business activities across the organization and Distribution Center (DC).
- Oversee transportation, security, and CCTV operations, ensuring compliance with safety protocols and the effective utilization of company resources.
- Supervise canteen operations and coordinate with vendors and service providers to maintain high standards of service quality and hygiene.
- Provide administrative and operational support based on organizational priorities, including urgent business requirements and cross-functional coordination.
- Assist in crisis management and emergency response activities, ensuring timely support and adherence to organizational procedures.



Job Location: **Dhaka**

Email your resume:

hiring.shwapno.retail@acilogistics.net

We offer a collaborative work culture, professional growth opportunities, and performance-linked benefits for the right candidate. Other Benefits: Two Festival Bonus, Mobile Allowance, Subsidize Lunch, LFA, Gratuity, and PF.

Manager, Administration & Crisis Management

Educational & Experience Requirements:

- Bachelor's degree in Business Administration, Management, Public Administration, or a related discipline from a recognized university.
- Minimum 4 – 5 years of relevant experience in Administration, Facilities Management, Security, Transport Management, or Crisis Management.
- Experience in managing administrative operations, vendor coordination, transport, security, and facility management; experience in FMCG, manufacturing, or distribution center (DC) operations will be preferred.

Skills, Competencies & Additional Requirements:

- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook).
- Strong leadership, communication, and stakeholder management skills with the ability to coordinate across departments and external vendors.
- Sound knowledge of administration, transport, security, facility, and crisis management with strong problem-solving and decision-making abilities.
- Ability to work under pressure, manage multiple priorities, and maintain a high level of professionalism, integrity, and confidentiality.



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