

“The Nation’s Bank”, **National Bank of Pakistan** aims to support the financial well-being of the Nation along with enabling sustainable growth and inclusive development through its wide local and international network of branches. Being one of the leading and largest banks of Pakistan, National Bank of Pakistan is contributing significantly towards socioeconomic growth in the country with an objective to transform the institution into a future-fit, agile and sustainable Bank.

In line with our strategy, the Bank is looking for talented, dedicated and experienced professional for the following position in the area of **Logistics, Communications & Marketing**.

The individuals who fulfill the below basic-eligibility criteria may apply for the following position:

01	Position / Job Title	Department Head – Stores & Stationeries (AVP / VP)
	Reporting to	Wing Head – Stores & Stationeries
	Educational / Professional Qualification	<ul style="list-style-type: none"> • Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC • Candidates having a Master’s degree and / or relevant diploma / certification(s) will be preferred
	Experience	<ul style="list-style-type: none"> • Minimum 06 years of experience in store management and / or inventory control / management and / or stationery procurement • Candidates having experience in a supervisory / managerial role will be given preference
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Should have strong administrative and interpersonal skills • Excellent problem-solving, analytical, and time-management skills • Ability to communicate ideas, pay attention to details, prioritize and accomplish tasks • Proficient in MS Office suite (Outlook, Excel, Word, and PowerPoint)
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • To oversee and ensure the smooth functioning of daily store operations in line with organizational objectives • To support procurement and manage the distribution of general and printed stationery items to branches and offices across Pakistan • To supervise and maintain appropriate stock levels by monitoring inventory and reporting shortages • To ensure accuracy and completeness of all transactions recorded in the Inventory Management System through periodic reviews and reconciliations • To enforce standardized labeling and categorization practices for efficient inventory tracking and retrieval • To review and analyze stock usage trends, prepare consolidated inventory reports for Senior Management’s decision-making • To manage vendor relationships and coordinate with suppliers to ensure timely and cost-effective delivery of stationery and related items • To supervise regular stock checks and audits to maintain inventory accuracy • To prepare and monitor the budget and ensure compliance with allocated funds • To ensure all stationery items comply with the Bank’s approved standardization • To prepare monthly reports on stock levels • To ensure timely preparation of procurement documentation in line with policy • To liaise with internal departments for documentation and reconciliation purposes • To perform any other assignment as assigned by the supervisor(s)
	Place of Posting	Karachi
Assessment Interview(s)		Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for panel interview(s).

Employment Type	The employment will be on contractual basis, for three years which may be renewed on discretion of the Management. Selected candidates will be offered compensation package and other benefits as per Bank's policy / rules.
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Interested candidates may visit the website **www.sidathyder.com.pk/careers** and apply online within 10 working days from the date of publication of this advertisement as per given instructions.

Applications received after due date will not be considered in any case. No TA / DA will be admissible for interview.

National Bank of Pakistan is an equal opportunity employer and welcomes applications from all qualified individuals, regardless of gender, religion, or disability.