

DE-SUUNG
Guardians of Peace



De-suung
Stores Assistant (National Service Project)
Terms of Reference

2021

1. Overall JOB DESCRIPTION



Designation:	Store Assistant
Department:	National Service
Reports to:	Head, National Service
Duty Station:	De-suung Headquarter, Thimphu
Duration:	One year on secondment with possibility of extension
Education:	Class 12 passed
Remuneration:	From Parent Organization

2. JOB RESPONSIBILITY



Duties and Responsibilities of Store Assistant

1. Maintains stocks of inventories as required by the Projects for its efficient operations.
2. Should be the custody of all the materials at Store and project warehouse
3. Proper maintenance of inventory in the store and project warehouse
4. Timely delivery of materials and goods at sites on demand by end users.
5. Ensure that the inward goods meet quality standards and guidelines.
6. Co-ordinates transfer of goods to and from warehouse.
7. Liaises with concerned Project Engineers to ensure an efficient distribution system
8. Plans warehousing and distribution programmes and recommend rationalization or expansion of distribution centers wherever appropriate.
9. Ensures accurate inventory control databases systems and records are maintained in ERP.
10. Lead and guide De-suup volunteers for all inventory management related requirements to support teaching and learning environment.

JOB SPECIFICATIONS / QUALIFICATIONS:

- Class 12 Passed/In-service with knowledge on inventory management
- Ability to develop and maintain stock records, systems and procedures
- Knowledge of appropriate internal Control
- Ability to communicate effectively

Knowledge with regard to ERP will be an advantage.
