



Terms of Reference for Store Assistant

1. Overall Responsibilities

The Storekeeper/Store Assistant shall be responsible for maintaining inventory, receiving stock, placing purchase orders, data entry into the inventory management system, as well as performing other back-up tasks in other areas within the cost center. The Store Assistant shall work under the supervision of the General Manager, Dzongthung Stone Quarry and shall carry out all functions specified in this ToR.

2. Specific Responsibilities

He/she shall perform the following specific responsibilities:

- a. Manage store in receiving, inspection, storage, issuance & transfer of items as per company policy.
- b. To follow-up overall inventory management.
- c. Taking physical inventory once a month to cross check with the monthly inventory report.
- d. Ensure indents are raised & proper documentation is completed on a timely basis for requisition of items.
- e. Responsible for store keeping, documentation & record keeping.
- f. Forward required documents to corporate or purchase unit depending on the nature of item to be procured.
- g. Correspond with suppliers and vendors.
- h. To ensure goods keep by first in first out method **(FIFO)**.
- i. Proper goods distribution/supply chain maintain and follow up.
- j. Scrutinize all deliveries and ensure that defective or incorrect items are returned
- k. Examine stock and dispose of depreciated and obsolete stock.
- l. Carry out minor maintenance or repair of storeroom material.
- m. Responsible for the preparation of requisitions for supplies and materials
- n. Any other task assigned by the supervisor.

3. Management

- a. Monitoring and controlling resources and overseeing the spending of money.
- b. Developing specific goals and plans to prioritize, organize, and accomplish your work.
- c. Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- d. Developing constructive and cooperative working relationships with others, and maintaining them over time.
- e. Encouraging and building mutual trust, respect, and cooperation among team members.
- f. Always cooperate and work as a team with shared goals and objectives.
- g. Support and follow corporate policy and processes at all times.
- h. Represent the company and its shareholders in a favourable manner at all times.



- i. Act with the highest level of professionalism, integrity, and ethical character at all times.
- j. Timely submission of reports and information to Corporate Office.

4. Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- a. Do not operate the equipment which is/are not familiar/trained and authorized.
- b. Read the instruction/ask staff who can read and guide whenever you are issued with/use new appliances, disinfectants and other chemicals.
- c. Must wear protective gears at all times.
- d. Immediately report any accidents, risks and hazards to supervisor and take appropriate action.
- e. Take actions to avoid potential hazards or obstructions, such as utility lines, other equipment, other workers, or falling objects.
- f. Monitor operations to ensure that health and safety standards are met.

5. Working Environment

- a. Will have to work beyond normal hours and shall subject to pressure to meet deadline and the targets.
- b. Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- c. Must work in all weather conditions and be prepared for both extreme heat and cold
- d. May at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

6. Confidentiality

- a. All machineries, gadgets, systems, documents and information at the office and sites shall belong to the Company and shall be protected and not disclose to outsiders.
- b. Shall not share any information or documents to outsiders without the permission of the concerned official.
- c. Shall not bring any outsiders/strangers in the office or to the site and give access to company's facilities and properties.

7. Qualification and Experience

Class XII passed with good computer application knowledge.

8. Person Specification and other attributes

Additionally he/she should have:

Corporate office: Samtse, +9755365885, P. Box #: 320, www.smcl.bt, email: smcl@smcl.bt



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State Mining Corporation Limited



- a. Good communication and presentation skills, and
- b. High Integrity/ethics and the ability to meet the deadlines.

9. Type of employment

Regular

10. Position, Grade, Salary and Other benefits

- a. Grade - O3
- b. Basic Pay - Nu. 16,955.00
- c. Allowance:
 - Corporate Allowance - 20% of Basic Pay
 - PBVP - 15% of Basic Pay to be paid at the end of the year based on performance.
 - MPI - 20% (5% to be paid at the end of the year based on achievement of targets)
 - And any other allowances as per HR manual of the company.

The selected candidates will be stationed at Dzongthung Stone Quarry, Trashigang/Trashiyangtse.

11. Documents Required:

- a. SMCL application form.
- b. Curriculum Vitae (CV) clearly indicating requirements referred to above.
- c. Other documents required:
 - Copy of Academic Transcripts and Certificates (X).
 - Valid Security Clearance Certificate.
 - Medical Certificate (minimum 6 months validity).
 - A Copy of Citizenship Identity Card.

12. Application Deadline

The application deadline is on or before 10th March 2021 before 5.00pm. It must be submitted to the HRAD, Corporate Office, Samtse in hard copy as per the sequence given under “Documents Required” during office hours.

Declaration of Confirmation:

I, _____, hereby acknowledge the receipt of the Store Assistant’s job description for State Mining Corporation Limited. It is my responsibility to review this job description and ensure that I am familiar with its contents and comply with all requirements, duties, rules and procedures.



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State Mining Corporation Limited



(Name).....

CID. No.

Place:

Date:

Note: The statements provided above are intended to describe the general nature and level of work that an employee shall perform and is not a complete list of responsibilities, duties, and skills required.