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Tashi InfoComm Limited

Job Description

Job Title	Store Assistant	Report to	Inventory Officer
Department/ Unit	Procurement & Inventory Section	Supervises	None

Purpose of the Department/ unit:

The procurement of Goods and Services is centralized and is the responsibility of the Procurement & Inventory Section. The Section is also responsible for the overall management of Inventory & Stores of the Company.

Position summary and its purpose:

Store Assistant shall be responsible for the overall management of Inventory & Store at Phuentsholing besides being responsible for the overall logistics and liaison task at Phuentsholing.

Duties and responsibilities:

- Physical inspection and receipt of goods at TICL warehouse in collaboration with Procurement Officer and respective individuals/departments who submitted approved purchase requisition.
- Rejection and replacement of goods if it is not as per the requirement/specifications of the PO.
- Submission of verified challans/ bills/ invoices to Inventory Officer.
- Issuance of goods to staff/ regional offices/ project and maintain detailed records of the same.
- Issuance of Samsung Mobile phones/ spares/ accessories to the regional offices/ distributors etc. and maintain detail reports of the same.
- Receive damaged/ obsolete/ old goods from the respective individuals/ departments with proper documentation in collaboration with Asset & Inventory Officers.
- Maintain detailed records and submit report of the same to concern authority/departments.
- Maintain stock register for the issued goods.
- Responsible for the entire warehouse management.
- Receipt and issuance of consumption goods (SIM, Vouchers, dongles, etc.) to regional offices and maintain records of the same. Submit subsequent reports to the individuals/concern authority.
- Customs clearance of imported goods as and when assigned. Maintain records of the imported goods and its related documents for auditing purposes.
- Maintain and submit monthly closing stock reports to Inventory Officer as per the required format.
- Maintain and submit reports/ records/ data related to store, goods receipt, rejected, damaged/ obsolete/ old goods returned to store to concern authority/departments
- Liaise and carry out logistic works in collaboration with Procurement Officer and Project team of the company.
- Responsible for safeguarding of all the physical stock of the store.



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Working conditions:

Normal working hours: 9:00am to 5:30pm in Summer, 9:00 am to 4:30 pm in Winter. However, have to work overtime and during holidays depending on the nature of the job and tasks assigned by the authority.

Essential Qualification/ Education

Class XII pass (Commerce or Science stream). Preferably Commerce background.

Essential Experience

Warehouse management/store management/ inventory

Essential Training

Certificate in Store & Inventory Management (at least 6 months)
with Basic Computer skills

Job related skills and abilities:

- Should possess working knowledge in computer (word, Excel and other tools)
- Multi-tasking
- Willingness to learn and work independently
- Willingness to work during holidays and weekends.
- Good command in both Dzongkha and English languages (written and spoken)

Personal attributes:

- Honesty
- Punctual
- Financial integrity.

To be filled by the Human Resource and Administration Department

Job Location	Phuentsholing	Employment nature	Regular
Pay scale	15,081-377-18,851	Allowances	Corporate Allowance and Medical Allowance as per Company's Service Rules and Regulations
Reporting date	Will be informed via call	Reporting time	Will be informed via call