

Terms of Reference for Assistant Manager-Store

Job Title	Assistant Manager- Store
Employment Type	Contract (2 Years)
No. of Posts	04 (Four)

1. Background

The Gyalsung Infra is executing the infrastructure development works at Jamtsholing in Samtse, Tareything in Sarpang, Pemathang in Samdrup Jongkhar, Khotokha in Wangduephodrang and Bongdeyma in Mongar. The main infrastructures of all the academies are expected to be completed by end of 2023.

2. Qualification, Work Experience and Competence

- a) **Qualification:** Minimum of BBA/B.Com/BBM.
- b) **Work Experience:** Minimum three (3) years of work experience in the relevant field
- c) **Competence:** Should have strong Communication skills with sound knowledge of logistics techniques and technology. Should possess sound organizational, analytical and problem-solving skills. Sound knowledge in Stores & Inventory management.

3. Duties and Responsibilities of Assistant Manager-Store

- a) Shall be responsible for the efficient and cost-effective use of facilities for storing and distributing consignments of goods and materials ensuring timely delivery of orders.
- b) Maintains stocks of inventories as required by the Projects for its efficient operations.
- c) Should be the custody of all the materials at warehouse
- d) Proper maintenance of inventory in the warehouse
- e) Timely delivery of materials and goods at sites on demand by end users.
- f) Develops and recommend warehouse procedures and practices to cover all aspects of product distribution and storage.
- g) Ensure that the inward goods meet quality standards and guidelines.
- h) Co-ordinates transfer of goods to and from warehouse.
- i) Liaises with concerned Project Engineers to ensure an efficient distribution system is provided for the Project.
- j) Plans warehousing and distribution programmes and recommend rationalization or expansion of distribution centres as appropriate.
- k) Ensures accurate inventory control databases systems and records are maintained in ERP.
- l) Manages warehouse staff, resources and budget

- m) Ensures appropriate safety standards are maintained in the warehouse at all times.
- n) Shall be the member of Project Implementation Committee

4. Placement

Gyalsung Academy Project Sites: Four Assistant Manager-Store shall be placed at Gyalsung Academy Project Sites located at Jamtsholing, Pemathang, Khotokha and Bongdeyma.

5. Reporting

The Assistant Manager-Store at Project sites shall report to the respective Gyalsung Project Officer through Administration Manager at Gyalsung Academy-Project Site.

6. Terms of Employment

Candidate shall be recruited on 'Contract' for an initial period of 2 (Two) years. The employment term shall be extended based on the performance of the candidate and the status of the project.

7. Position Level and Remuneration

The pay & allowance and other benefits of the candidates shall be as per the provisions of the Gyalsung Infra Project Implementation Manual.