

TERMS OF REFERENCE- Store Assistant/Warehouse In-Charge

Position: Store Assistant/Warehouse In-Charge

Grade: 14

Employment Type: Regular

Duty Station: Head Office, Phuentsholing

1. Purpose of the Position

The Warehouse In-Charge is responsible for the overall management and supervision of warehouse operations, including the receipt, storage, inventory control, and dispatch of goods and materials. The position ensures that all warehouse activities are carried out efficiently, safely, and in compliance with company policies and procedures.

2. Key Responsibilities

A. Warehouse Operations Management

- Supervise daily warehouse activities, including receiving, storing, dispatching, and documentation of goods.
- Ensure proper arrangement, labeling, and stacking of materials to maintain order and accessibility.
- Monitor inventory levels and ensure timely replenishment of materials to avoid stockouts.
- Implement and enforce warehouse safety protocols, housekeeping, and maintenance standards.
- Coordinate with production, procurement, and logistics teams for smooth material flow.

B. Inventory Control and Documentation

- Maintain accurate and up-to-date inventory records in both physical and digital formats.
- Conduct regular stock verification and reconciliation with accounting or ERP systems.
- Prepare periodic inventory reports and highlight variances or discrepancies.
- Ensure proper documentation for goods received, issued, and returned.

C. Resource and Staff Management

- Supervise warehouse staff, assign tasks, and monitor performance.
- Ensure staff are trained on proper material handling, safety procedures, and equipment usage.
- Plan work schedules and shifts to ensure adequate manpower coverage.

D. Coordination and Communication

- Liaise with suppliers, transporters, and internal departments for inbound and outbound logistics.
- Communicate effectively with management regarding stock movements, shortages, and operational issues.
- Assist in planning and implementing process improvements to enhance warehouse efficiency.

E. Compliance and Safety

- Ensure compliance with organizational policies, safety standards, and statutory regulations.
- Maintain fire safety, first aid, and emergency preparedness in the warehouse area.

- Report and investigate any accidents, damages, or losses immediately.

3. Minimum Requirement

a. Education and Experience

- **Minimum:** Class XII / Higher Secondary School Certificate.
- **Desirable:** Certificate/Diploma in Material Management or Storekeeping.
- Experience in stores, inventory management, or warehouse operations is an added advantage.

b. Skills, Attributes and Competencies

- Basic knowledge of storekeeping procedures and inventory management.
- Good record-keeping and documentation skills.
- Ability to handle materials carefully and maintain organization.
- Good communication and interpersonal skills.
- Computer literate, with basic knowledge of **MS Office**.
- Ability to work under supervision and follow instructions diligently.

4. Other Requirements

- BBPL application form indicating clearly the post applied for
- Curriculum Vitae (CV) clearly indicating qualifications and experience
- 2 referrals/recommendation letters from non-family related referees
- Academic transcripts (Class X, XII, and any certifications)
- Experience certificate (if applicable)
- Security Clearance Certificate (online)
- Medical Fitness Certificate
- Citizenship Identity Card (CID)
- No Objection Certificate from the previous employer, if selected

5. Salary & Other Benefits

- Basic Salary: **Nu. 12,050.00**
- Pay scale: **12,050 – 300 – 19,250**
- 10% Corporate Allowance
- 20% Fixed Allowance
- Other benefits and allowances as per **BBPL Internal Service Rules**