

## **1. JOB IDENTIFICATION**

- 1.1 Position Title : Store Keeper
- 1.2 Position Level : Position 13
- 1.3. Occupational Group : Administrative & Technical
- 1.4 College : Paro College of Education, Paro
- 1.5 Terms of Appointment : 2 Years Contract (contract allowance not included)

## **2. MAIN PURPOSE OF THE POSITON**

- 2.1 Receive supplies of materials, store properly and issue to the users;
- 2.2 Maintain accurate records of the materials and carry out annual stock inventory;
- 2.3 Ensure minimum damage to the materials;
- 2.4 Plan distribution & stock rotation;
- 2.5 Coordinate with procurement section and user agencies; and
- 2.6 Carry out any other task that may be assigned from time to time.

## **3. GENERAL ROLES AND RESPONSIBILITES**

- 3.1 To receive the materials ordered and ensure the correctness in the quality, quantity, specifications, condition of the materials received from suppliers.
- 3.2 Provide necessary support to the Procurement Officer in carrying out the smooth execution of procurement processes.
- 3.3 To stock the materials received from suppliers properly as to ensure easy access identification, verification, handling, maintenance etc.
- 3.4 To ensure proper stocking of materials by using appropriate method of care and preservation to avoid any damage and loss.
- 3.5 To ensure a smooth issue of materials to the users and keep proper recording for future reference.
- 3.6 To ensure accurate accounting of the materials received and issued.
- 3.7 To ensure that the store is always maintained up to date in all respects in a presentable condition.

## **4. KNOWLDEGE SKILLS & ABILITIES (KSA) REQUIREMENTS**

- 4.1 Knowledge of basic Store Management systems and procedures;
- 4.2 Proficiency in MS Office (MS Excel, MS Word and MS PowerPoint);
- 4.3 Excellent time management skills and the ability to prioritize work;
- 4.4 Attention to detail and problem solving skills;
- 4.5 Strong organizational skills with the ability to multi-task.

## **5. EDUCATION**

- 5.1 Class XII/preference will be given to candidates with Diploma in Materials & Procurement Management.