

## Terms of Reference for the post of Stores Assistant

1. Good issue/receipt pack, stock, organise and rearrange aircraft parts/tools in warehouse.
2. Keep neat and clean warehouse premises all the time.
3. Organise and maintain records of inventories up to date.
4. Monitor and manage inventory control.
5. Manage and handle shipping, loading and unloading of aircraft parts.
6. Operate forklifts and able to drive small vehicles for handling warehouse materials.
7. Handle delicate and sensitive aircraft parts with utmost care.
8. Handle and operate necessary tools and accessories in maintaining and managing a warehouse.
9. Integrate best practices in handling warehouse materials.
10. Duties and responsibilities in detail are described in the CAMMOE Manual.