

Terms of Reference

JOB TITLE/POSITION	:	Stores Associate
DEPARTMENT/SECTION	:	EMD/ Engg Stores and Procurement Section
Place of Posting	:	Paro
REPORTS TO	:	Stores & Procurement Manager

RESPONSIBILITIES

1. Issue/receipt, pack, stock, organize, and rearrange aircraft parts/tools in the warehouse.
2. Maintain neat and clean warehouse premises at all times.
3. Organize and maintain up-to-date inventory records.
4. Monitor and manage inventory control.
5. Manage and handle shipping, loading, and unloading of aircraft parts.
6. Operate forklifts and 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 for maintaining and managing a warehouse.
9. Integrate best practices in handling warehouse materials.
10. Detailed duties and responsibilities are described in the CAMMOE Manual.

SKILLS REQUIREMENT

1. **Computer Literacy:** Proficient in basic computer applications, including inventory management software, spreadsheets (e.g., Excel), and email communication.
2. **Physical Fitness:** Must possess the physical capability to lift items weighing above 25 kilograms to safely handle goods and materials during loading, unloading, and organizing stock.
3. **Flexible Work Schedule:** Willingness to work flexible hours, including weekends, holidays, or extended shifts if required, to support operational needs during peak periods or urgent deliveries.

OTHER COMPETENCIES

1. **Sound Work Ethics:** Reliability, punctuality, honesty, and a strong sense of responsibility are crucial.
2. **Excellent Customer Service:** Ability to interact professionally with internal teams and external clients, and resolve queries efficiently.
3. Driving skills are an added advantage.