

Terms of Reference

JOB TITLE/POSITION	:	Associate Store Officer
DEPARTMENT/SECTION	:	Helicopter Services Division
PLACE OF POSTING	:	Paro
REPORTS TO	:	Manager, Heli - Engineering and Maintenance

RESPONSIBILITIES

- Control and management of the supply of aircraft components, parts and materials to cater to the needs of the user sections at the lowest economic cost from approved sources;
- Obtain purchase and repair quotes from approved vendors. Scrutinize parts repair/overhaul quotations and invoices for correctness and communicate with vendors as required;
- Maintaining a stock control system which ensures timely ordering of items;
- Ensuring, on receipt of items that they are correct as per order, received in serviceable condition, and accompanied by correct documentation;
- Ensure all stock is stored in the appropriate manner and rotated to ensure that old stock is used first;
- Maintaining a system of inventory control;
- Ensuring that all required records relating to purchase, receipt, issue and despatch and any other documentation is maintained.
- Periodic verification of stockholding and, as required, reconciliation where discrepancy exists between stocks held and inventory record;
- Manage procurement of aircraft rotatable, consumable and tooling/test equipment from approved suppliers.
- Report any discrepancies or abnormal occurrences to Manager – EMS.
- Intimate the release of payment for PO to Vendors.
- Participate in Audit and implement corrective actions against all findings in timely manner.
- Monitor provisioning request in Air stock and all provisioning request are ordered immediately. Keep close watch on AOG/Critical/replenishment and adhoc requirement from maintenance section. All AOG orders are monitored and co-ordinated for timely Transhipment.
- Issue of spares and equipment to Maintenance staff and properly entered in issue requisition register. All columns are filled and signed by both receiving person and issuing person;
- Ensure that all the tools/equipment is returned after the maintenance work. If any tools/equipment is not returned, report immediately to the MS of the day or the concerned maintenance staff;
- Maintain properly all orders registers, Dispatch and Receipt register;
- Any other duties assigned by the manager.

SKILLS REQUIREMENT

- MS Excel (stock sheets, tracking, reporting)
- Basic computer and email skills
- Clear verbal and written communication
- Good in time Management & Planning

OTHER COMPETENCIES

- Basic knowledge of procurement procedures
- ERP / inventory software (SAP, Tally, etc)