

Terms of Reference
Assistant Warehouse In-Charge

Position Title	Assistant Warehouse Incharge
Grade	S5
Location	Pasakha (Chukha) and Thimphu
Pay & Allowances	<ol style="list-style-type: none"> 1. Basic Pay: Nu.13705.00 2. 20% House Rent Allowance (HRA) on basic pay 3. Fixed Allowance: Nu.8950.00 4. LTC: Nu. 1140.00 5. Other benefits: PBVA & other entitlements as per FCBL Service Rules
Type of Employment	Regular after a six-month probation period.
Qualification & Experience	Class 12 passed out with relevant experience.
Background	The Assistant In-Charge supports the In-Charge in ensuring smooth and efficient warehouse and outlet operations, including maintaining adequate stock levels, proper handling of goods, and timely service delivery. The role involves coordinating with procurement, transportation, and warehouse teams to prevent operational disruptions, while upholding accountability, transparency, and compliance with organizational policies.

<p>Knowledge, Skills & Abilities</p>	<ol style="list-style-type: none"> 1) Understanding of outlet operations, inventory management, and stock control. 2) Familiarity with supply chain processes, including procurement, transportation, and warehousing. 3) Awareness of safety, handling, and storage standards for goods. 4) Effective communication and coordination skills with internal teams and stakeholders. 5) Record-keeping and reporting skills. 6) Basic computer skills for inventory and reporting systems. 7) Ability to support and assist in managing daily operations efficiently. 8) Ability to maintain accountability, accuracy, and attention to detail. 9) Ability to work collaboratively as part of a team.
<p>Duties, Responsibilities & Accountabilities</p>	<ol style="list-style-type: none"> 1) Assist in managing day-to-day operations of the depot/outlet to ensure smooth functioning. 2) Support the implementation of operational plans and schedules. 3) Assist in monitoring stock levels to ensure adequate availability of goods. 4) Support proper storage, handling, and rotation of stock to minimize loss or damage. 5) Maintain accurate records of stock movement and balances. 6) Coordinate with procurement, transportation, and warehouse teams to ensure timely supply and distribution. 7) Communicate operational issues and updates to the In-Charge and relevant stakeholders. 8) Support efficient and timely service delivery at the outlet/depot. 9) Assist in preparing daily, weekly, and monthly operational reports.

	<ol style="list-style-type: none">10) Support supervision of staff and ensure assigned tasks are carried out effectively.11) Assist in maintaining discipline, teamwork, and a positive working environment.12) Accountable for accuracy in records, stock handling, and reporting.13) Accountable for promptly reporting issues, discrepancies, or operational challenges.14) Any other tasks assigned by the immediate Supervisor.
Document Requirements	<ol style="list-style-type: none">1) Duly Filled FCBL Employment Application Form (download from website: www.fcbl.bt)2) Curriculum Vitae/Resume3) Copies of Academic transcripts4) Copy of valid Citizenship Identity card5) Security Clearance Certificate6) Original Medical fitness certificate7) No Objection Certificate, if employed

Terms of Reference
Assistant In-charge

Position Title	Assistant In-Charge
Grade	S5
Location	Pemathang, Sjongkhar and Khotokha, Wangdue
Pay & Allowances	<ol style="list-style-type: none"> 1. Basic Pay: Nu.13705.00 2. 20% House Rent Allowance (HRA) on basic pay 3. Fixed Allowance: Nu.8950.00 4. LTC: Nu. 1140.00 5. Other benefits: PBVA & other entitlements as per FCBL Service Rules
Type of Employment	Regular after a six-month probation period.
Qualification & Experience	Class XII graduates with work experience in relevant fields.
Background	<p>The Assistant In-charge of the Pemathang Aggregation Centre is responsible for supporting the sales operations of Food Grains and Essential Items for the general public, as well as coordinating the delivery of Fresh Fruits and Vegetables to the Gyalsung Academy. He/She shall implement sales operation plans in alignment with regional targets and the Company's broader social and corporate objectives.</p>
Knowledge, Skills & Abilities	<ol style="list-style-type: none"> 1) Understanding of GAC operations, inventory management, and stock control. 2) Familiarity with supply chain processes, including procurement, transportation, and warehousing. 3) Awareness of safety, handling, and storage standards for goods. 4) Effective communication and coordination skills with internal teams and stakeholders. 5) Record-keeping and reporting skills. 6) Basic computer skills for inventory and reporting systems. 7) Ability to support and assist in managing daily operations efficiently. 8) Ability to maintain accountability, accuracy, and attention to detail.

**Duties,
Responsibilities &
Accountabilities**

- 1) Provide proactive sales services for Food Grains (FG) and Essential Items (EI) to the general public.
- 2) Assist in the timely verification and reconciliation of stock.
- 3) Support the timely receipt and dispatch of stocks.
- 4) Maintain effective and timely communication with the In-charge, Regional Office, and other relevant stakeholders through appropriate channels.
- 5) Build and strengthen relationships with customers, business partners, and stakeholders to support and enhance FCBL's business initiatives.
- 6) Assist in the dispatch of dry rations and fresh fruits and vegetables (FF&V) to the Gyal-sung Academy in accordance with supply orders.
- 7) Support the coordination of labour for activities such as loading, unloading, washing, grading, and sorting.
- 8) Maintain close coordination with aggregators to ensure the timely delivery of fresh fruits and vegetables.
- 9) Foster positive working relationships with the Gyalsung Academy focal person.
- 10) Ensure the accurate quantity of items is delivered from the Aggregation Centre to the Gyalsung Academy.
- 11) Ensure all fruits and vegetables are properly weighed to prevent discrepancies.
- 12) Conduct quality inspections of produce received at the Aggregation Centre and reject items that do not meet the required standards.
- 13) Assist in arranging transportation for Gyalsung supplies on a weekly and monthly basis, as required.
- 14) Submit original bills and supporting documents to the Regional Office for payment processing.
- 15) Assist in the preparation and submission of monthly reports on FECD business, Gyalsung rations, and FF&V supply to the Regional Office.
- 16) Inspect imported FF&V thoroughly to ensure compliance with the quality requirements of the Gyalsung Academy.
- 17) Assist in preparing monthly transport and labour payment bills in consultation with the concerned In-charges and in accordance with approved procedures.

	18) Any other tasks assigned by the immediate Supervisor.
Document Requirements	<ol style="list-style-type: none">1) Duly Filled FCBL Employment Application Form (download from website: www.fcbl.bt)2) Curriculum Vitae/Resume3) Copies of Academic transcripts4) Copy of valid Citizenship Identity card5) Security Clearance Certificate6) Original Medical fitness certificate7) No Objection Certificate, if employed