

November 30, 2024

Vacancy Announcement

Koufuku International Limited (KIL) announces the vacancy for the immediate recruitment of the following position:

Sl.No	Position Title	Position level	Minimum Qualification & Experiences	Slot	Remarks
1.	Store Assistant	O2	• Minimum class XII passed, with knowledge of Tally (Preferred with minimum 3 years of work experience)	1	Regular

Interested candidates meeting the above criteria are invited to submit their applications to the HRA office, Koufuku International Limited, or email us at wangdilamtang109@gmail.com on or before **13th December 2024**. Applications must include the following documents:

1. Curriculum Vitae (CV) clearly indicating track record of work experiences if any
2. Proof of working experience
3. Job Application

Copies of:

4. Academic Transcripts
5. Security Clearance Certificate
6. Citizenship Identity Card
7. Medical Certificate
8. No Objection Certificate (if employed)
9. Drug Test Negative Report

Shortlisted candidates will be contacted for the interview. For detailed Terms of Reference, please visit our website at www.kil.bt or contact the HR section at **77277623/17171138** during office hours.



Chenangri, Trashigang, Bhutan



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www.kil.bt



Koufuku International Limited



Terms of Reference (ToR)

Position Title: Stores Assistant

Position Summary: The Store Assistant is responsible for overseeing all aspects of store operations, including inventory management, procurement planning, compliance with regulations, and coordination with other departments to ensure efficient functioning.

Duties and Responsibilities:

- Maintain accurate inventory records by continuously monitoring stock levels and conducting regular stock counts to prevent discrepancies and Monitor stock levels and proactively initiate Purchase Requisitions as necessary to replenish inventory in a timely manner.
- Ensure strict adherence to health and safety regulations within the store premises to create a safe working environment.
- Organize and arrange stock within the store to optimize space utilization and enhance accessibility for staff and customers.
- Perform monthly reconciliation of stocks with the production section to ensure accuracy and identify any discrepancies.
- Manage monthly imprest funds efficiently and liaise with the Finance & Accounts section for proper settlement and documentation.
- Initiate Purchase Orders for miscellaneous items and local purchases, ensuring accuracy and compliance with organizational procurement policies.
- Maintain the vehicle history book for all office vehicles, updating records regularly to track usage, maintenance, and other relevant information.
- Assist the Procurement Manager to prepare tender documents, quotation, evaluation reports, meeting minutes, comparisons, and other documentation related to procurement activities.
- Prepare detailed receipt notes for all incoming materials, ensuring proper documentation and tracking of goods received.
- Any Other Task assigned by Supervisor/Management

