

Terms of Reference (ToR) for Store Keeper for 90MW Hydro Project, Jomori Jomotshangkha

1. Introduction

A Store Keeper is responsible for managing all inventory, materials, and supplies on the hydroelectric project site. The role ensures that materials are accurately recorded, stored, and distributed according to project requirements, contributing to the smooth flow of work and avoiding delays due to material shortages.

2. Scope of Work

The Store Keeper will be responsible for the following tasks:

A. Inventory Management

- Receive and inspect materials and equipment delivered to the project site to ensure quality and quantity match the requirements.
- Maintain accurate records of all incoming and outgoing materials, including stock levels, delivery dates, and condition of materials.
- Organize and manage the storage of materials in a safe, efficient, and accessible manner.
- Regularly update inventory lists and report any discrepancies to the project management team.

B. Material Distribution

- Ensure timely and efficient distribution of materials to various departments and project teams according to their needs and work schedules.
- Monitor material usage and track consumption rates to avoid shortages or overstocking.

C. Documentation and Reporting

- Maintain a detailed inventory log and ensure all transactions are documented in a timely and accurate manner.
- Prepare regular stock reports and provide updates on inventory status to the project manager and other stakeholders.
- Ensure that all items are properly labeled and categorized.

D. Safety and Compliance

- Ensure all materials are stored according to safety regulations to prevent damage or accidents.
- Implement and maintain strict control over the storage areas to prevent theft and loss of materials.

3. Skills

- Strong organizational and time-management skills.

- Attention to detail and ability to manage large quantities of materials.
- Good communication skills and ability to coordinate with other departments.
- Proficiency with inventory management software or tools.