



**ROYAL UNIVERSITY OF BHUTAN**  
**GEDU COLLEGE OF BUSINESS STUDIES**  
**POSITION PROFILE**

**1. JOB IDENTIFICATION:**

- 1.1 Position Title : Store Keeper  
1.2 Position Level : 13  
1.3 Occupational Group : Administrative & Technical  
1.4 Mode of Employment : Regular  
1.5 College/OVC : Gedu College of Business Studies

**2. MAIN PURPOSE OF THE POSITION:**

- 2.1 Manage inventory effectively, ensuring the smooth operation of the organization's supply chain and supporting its overall productivity and efficiency.  
2.2 Maintain accurate records of incoming and outgoing goods, managing stock levels to meet demand, and ensuring that items are stored securely and in optimal conditions.

**3. GENERAL ROLES AND RESPONSIBILITIES**

- 3.1 Receive supplies of materials, store properly and issue to the users  
3.2 Maintain accurate records of the materials and carry out annual stock inventory  
3.3 Ensure minimum damage to the materials  
3.4 Plan distribution & stock rotation  
3.5 Coordinate with procurement section and suppliers  
3.6 Carry out any other task that may be assigned from time to time



#### 4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1 Manage inventory levels efficiently such as keeping track of stock levels, monitoring inventory turnover rates, and ensuring that there are adequate supplies to meet demand. They often use inventory management software (tally) or manual tracking systems to record incoming and outgoing stock accurately.
- 4.2 Handle the receipt of incoming goods and the dispatch of outgoing goods. They inspect deliveries for accuracy and quality, verify quantities against purchase orders or invoices, and ensure that items are properly stored in designated areas.
- 4.3 Maintain clean, organized, and secure storage facilities such as keeping shelves, bins, and racks organized, proper storage, cleaning, repairing equipment, and process disposing of expired or damaged goods.

#### 5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

5.1 **Education:** Class XII

5.2 **Experience:** Candidates with experience in inventory management will be preferred for shortlisting only.

##### 5.3 Knowledge Skills and Abilities:

- 5.3.1 Conversant in the area of responsibilities both in terms of technical knowledge and changing environment.
- 5.3.2 Good communication skills both in terms of written and spoken.
- 5.3.3 Sound analytical skills with knowledge in planning, management and execution of activities.
- 5.3.4 Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision making.
- 5.3.5 Ability to work in teams and ready to work beyond working hours.
- 5.3.6 Capable of coping with pressures of the job and meeting deadlines and competing demands.