

ANNEXURE-I**JOB DESCRIPTIONS****15. Stores Helper**

Job Title:	Stores Helper
Function / Department:	Materials Department
Reporting to:	Assistant Manager - Stores.
Reporting Authority for:	Assistant Receipts & Inspection.

Duties and responsibilities:

1. Issuing of Diesel fuel oil to Quarry & Garage and all earthmoving equipment.
2. To assist the Stores Assistant in lifting, labeling and placing the newly received items to each respective locations.
3. To assist the Stores Assistant in issuing supplies and spare parts based on Computer Voucher.
4. To do routine jobs, i.e. sending GARs to concerned departments along with the register book for obtaining their signatures, etc.
5. Maintain regular housekeeping of Stores.
6. Any other work assigned by Assistant Manager-Stores.

Key Result Areas

Key Result Area	Performance Measures
a. Issuance of Diesel	Accuracy of Qty. issued against approved withdrawal slip.
b. Assisting in Lifting/labeling & issuing of parts & supplies	Timeliness and accuracy of stocks in assigned locations.
c. Upkeep of Stores	Regular housekeeping.

Personal Specifications

Qualifications	Experience	
	Years	Area / Function
Primary Level (6 years of Schooling)	1 - 2 years	Experience in the Stores function preferably in receipts and housekeeping.