



*Building for the Future*

**TOR for Office Assistant**

Job Position/Title	Office Assistant
Function	Central Stores Unit
Reporting Authority	Supervisor/Lead
Job Description	<p><b>Key Responsibilities and Duties</b></p> <p><b>Challan &amp; Document Preparation:</b>  Generate “Delivery Challans” (DCs) and “Goods Dispatch Notes” for all outgoing shipments based on approved Sales Orders, Delivery Orders, or Work Orders.  Prepare “Commercial Invoices” and “Packing Lists” for domestic and international shipments, ensuring accuracy in product description, quantity, value, and Harmonized System (HS) codes.  Ensure all documents contain precise information: Unique Challan Number, Date, Party Details (Ship To/Sold To), Item Codes, Quantities, Rates, Taxes (GST/VAT), and Vehicle Details.  Liaise with the warehouse team to verify actual dispatched quantities before finalizing documents.</p> <p><b>Logistics Documentation &amp; Coordination:</b>  Prepare and coordinate all necessary documentation for transporters and customs brokers, including:  “E-Way Bills” generation and management as per GST regulations.  Transportation Receipts (LR - Lorry Receipt) and “Proof of Delivery” (POD) documents.  Handle documentation for reverse logistics (returns) by creating “Return Material Authorization” (RMA) challans.  File and maintain digital and physical copies of all shipping documents systematically.</p> <p><b>System Data Entry &amp; Reconciliation:</b>  Accurately enter dispatch data into the Enterprise Resource Planning (ERP) system to update inventory records in real-time.  Reconcile the quantity of goods issued from the warehouse against the quantity mentioned in the challans.  Match incoming supplier challans against purchase orders and goods receipt notes.</p> <p><b>Communication &amp; Coordination:</b>  Serve as the primary point of contact for drivers and transporters regarding documentation.  Coordinate with the sales team for order details and with the accounts department for invoice-related queries.</p>

**CORPORATE OFFICE AND BUSINESS UNITS: PHUNTSHOPELRI (GOMTU)**

**DZONGKHAG: SAMTSE, BHUTAN**

EPABX: 00975-5-371013/14/34, FAX: 00975-5-371015/70; Post Box No. 79

Phuentsholing Depot Tel: 00975-5-252885, Fax: 00975-5-252258; Gelephu Depot Tel: 00975-6-251605, Fax: 00975-6-251621;

Samdrup Jongkhar Depot Tel: 00975-7-251790, Fax: 00975-7-251791

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	<p>Communicate with customers to share challan/invoice copies and track delivery status.</p> <p>Compliance &amp; Reporting:</p> <p>Ensure strict adherence to GST/e-Way Bill rules and other statutory requirements for all dispatches.</p> <p>Assist in preparing daily/weekly dispatch reports for management.</p> <p>Support during internal and external audits by providing required challans and shipping documents.</p>
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**-The Management**

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