



Building for the Future

TOR for Raw Material Associate

Job Position/Title	Raw Material Associate
Function	Central Stores Unit
Reporting Authority	Lead CSU/Department Head
Job Description	<p>Key Responsibilities and Duties</p> <p>Material Receipt & Transaction Management: Receive incoming raw material shipments, physically verifying quantity and item details against purchase orders and advanced shipping notices (ASNs). Execute accurate goods receipt transactions in the Enterprise Resource Planning (ERP) system to update inventory records in real-time. Identify and resolve discrepancies between physical receipt, purchase orders, and supplier documentation.</p> <p>Quality Assurance Coordination: Conduct an initial visual inspection for obvious damage, contamination, or incorrect labeling. Initiate the quality control process by generating sample requests in the system and coordinating with QC personnel for sampling and testing. Physically manage material status by moving goods to and from “Quarantine”, “Hold”, “Approved”, and “Rejected” zones within the warehouse. Enforce hold policies strictly; ensure no material is released to production without QC approval.</p> <p>Inventory Management & Control: Perform daily cycle counts and participate in periodic physical inventory audits. Investigate and reconcile root causes of inventory discrepancies (variances between system records and physical stock). Monitor and report on raw material stock levels, providing timely updates to planners to prevent stock-outs or excess inventory. Ensure proper storage conditions are maintained (e.g., temperature-sensitive materials, FIFO/FEFO practices).</p> <p>Data & Documentation Management: Maintain meticulous and auditable records for all material movements. File and manage Certificates of Analysis (CoA), safety data sheets (SDS), and other required documentation. Generate and analyze reports on key metrics such as receipt accuracy, inventory turns, and non-conformance rates.</p>

CORPORATE OFFICE AND BUSINESS UNITS: PHUNTSHOPELRI (GOMTU)

DZONGKHAG: SAMTSE, BHUTAN

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	<p>Operational Support & Continuous Improvement:</p> <p>Stage and kit raw materials for production runs as per the schedule.</p> <p>Work closely with Planners to prioritize material receipt and release based on the production schedule's urgency.</p> <p>Identify and suggest improvements to receiving, storage, and material flow processes to enhance efficiency and accuracy.</p> <p>Participate in root cause analysis for supply chain disruptions related to raw materials.</p>
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-The Management

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