

TOR For Helper, Apollo Unit, Eicher Division

Designation : Helper
Location : Thimphu, Apollo Showroom
Employment status : Regular
Position Level : ESP 19

Duties and Responsibilities:

- Carry out tyre changing for all Apollo customers.
- Ensure tools are cleaned and maintained properly.
- Carry out loading and unloading of tyres/stock/items.
- Ensure work place is kept clean.
- Assist in wheel alignment works.
- Assist in physical verification as and when required.
- Ensure old/used tyres are neatly stacked.
- Attend customers in absence of sales executive only. Maintain proper record.
- Report to Dy. Manager/Manager.
- Assist Dy. Manager/Manager at all times for official works.
- Assist HOD for official works.
- Maintain business secrecy.

Experience*:

- Working experience in workshops if any
- Tyre changing and wheel alignment

**This job would require physical work outside from 9am to 5pm*