

Terms of Reference for Dy. Manager Petroleum Division

Job Description

Designation : Dy. Manager
Location : Phuntsholing
Employment Status : Regular
Position Level : 8

The Dy. Manager shall look after the business operation Petroleum division and reports to HOD. He/she should advise and suggests HOD besides carrying out her own defined duties and responsibilities. The Dy. Manager must supervisor the support staff and act as a link between the HOD and the support staff.

The Dy. Manager is responsible to assist HOD in planning strategies for the business, develop remedial measures for failing business, inject new ideas, manage manpower within the division, drive the division to achieve the target and ensure a good relationship is maintained with the principal supplier/company and STCBL customers.

Duties and Responsibilities:

- Shall report directly to the General Manager/HOD for all Administrative and Business affairs of Petroleum Division.
- Should calculate transit loss, Shrinkage and product loss on daily basis and report to the HOD and updating on ERPS system.
- Be the proxy contact with the principal supplier/Company for all practical purposes.
- Process all kind of online RTGS payments and submit necessary document to FAS after informing/seeking approval from the GM/HOD.
- Check the daily transaction (Purchase & sales) and inventory of every FRO unit and report to HOD if there is any issue.
- Shall be responsible and accountable for the action of the Petroleum Division business unit and staff under the unit.
- Assist in preparation of the budget, develop sales, marketing strategies, manage people, materials to complete jobs on schedule and within budget.
- Assist in planning promotional activities and implement it for increasing sales.
- Prepare reports as and when required including monthly and quarterly progress report based on signed compact.
- Carry out any other unplanned work with direction from the GM/HOD.
- Shall be responsible for making good working environment for staff within the unit for conducive to good performance.
- Assist the GM/HOD in problem solving, good governance, building ownership values, bringing innovative management ideas, etc. which would add value to growth, image and reputation of the company and in upholding the best interest of the company.

3. Qualifications and Experience

Bachelor's degree (B.com) with a degree- 55% Degree.

At least 3 years of relevant experience in the related field with demonstrated experience in operations management. Strong knowledge of Finance/Account regulations, safety standards, and environmental compliance.