

**Terms of Reference for Auto Electrician,
SML Isuzu & Home Store Division**

Position Title	: Auto Electrician
Grade	: 14
Pay and Allowances	: Pay scale - 14,015-350-24,515 : Nu. 14,015 (Basic pay) + 20% Corporate allowance on basic pay : Other Benefits: Other entitlements such as PBVA, Bonus are as per STCBL Service rules.
Type of Employment	: Regular
Reporting	: Service Manager, SMLI
Qualification and Experience	: Minimum completion of TTI from any institution with background in Auto Electrician. Preference will be given to candidates with at least 2 years of work experience in auto mobile industry, as auto electrician, with experience working on electronic engines (fitted with ECU and sensors, etc).
Background	The primary responsibility is to carry out inspection and diagnosis of electrical issue for SMLI vehicles in seamless execution of day to day activities at Division level to ensure customer loyalty resulting in superior business performance and schedule future maintenance sessions and advice motorists on good vehicle use.
Knowledge, Skills and Abilities	Good knowledge of electrical and electronic components of vehicles. Good analytical/diagnostic skills. Ability to repair Alternator, Starter, etc. Ability to handle various tools (e.g. pliers) and heavy equipment (e.g. lift) Good knowledge of tools and equipment required to conduct all repairs. Ability to operate diagnostic tools required.
Duties and responsibilities and accountability	<ul style="list-style-type: none"> • Shall report to the Service manager for all Administrative and Business affairs. • Perform technical inspection of vehicle electrical components. • Use diagnostic tools and equipment to identify and troubleshoot electrical issues, test operation of electrical components of a vehicle. • Knowledge and experience in mechanical will be an advantage • Perform repairs or replacement of vehicle components; make adjustments and tune-ups as required. • Perform periodic maintenance procedures of electrical components, AC systems checkup and refill, etc.



State Trading Corporation of Bhutan Ltd.

An ISO 9001: 2015 QMS, Quality Certified Company

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| | <ul style="list-style-type: none">• Other job functions directly related to above.• Shall execute business operations as per targets.• Ware house planning, timely ordering of parts to central ware house, accounting all the inward and outward details of parts in ERP on daily basis• Shall maintain good relationship with manufacturers and suppliers as well as with regulatory bodies.• Shall maintain good relations with customers and clients.• Shall carryout & fulfill activities to establish service center in strategic locations within the country and report progress monthly/quarterly.• Shall install and maintain good inventory management system for the products dealt with.• Provide technical advice to the customer.• Supervise Loading and Unloading of the material.• Update enquiry record.• Carry out Promo Activities for all the products.• Shall be liberated to seek clarification from Head, if any doubts arise |
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