**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*