



བགྲིས་བརྗེ་དོན་བརྒྱུད་འབྲེལ་སྒྲེར་སྡེ་ཚོང་འཛིན།།

Tashi InfoComm Private Limited

Job Description

Job Title	Regional Manager	Report to	General Manager
Department/ Unit	Marketing	Supervises	Manager, Business Operation
Purpose of the Department/ unit: Marketing Department is responsible for the sales, promotion, advertisement, developing sales strategies and providing after sales services to customers.			
Duties and responsibilities: <ul style="list-style-type: none">• Responsible for overall administration and management of regional office• Monitor and plan marketing and sales activity to achieve sales target• Supervise, monitor and review performance of staff under regional office and extensions• Monitor and control office resources like vehicle, Imprest, equipment, furniture and other resources and ensure optimum utilization.• Resolve customer complaints at regional level, gather customer feedback and provide market insight to marketing team at that Head Office.• Maintain good relationship with customers and business partners.• Represent company at regional level.• Carry out monthly audit of regional office and extension offices and ensure proper record keeping of sales and inventory• Submit monthly and quarterly sales report on time.• Execute, implement and achieve all the goals and targets as per the Annual Performance Goals with precision and within deadlines.			
Working conditions: To be on time and monitor the staff			
Essential Qualification/ Education: Bachelors Degree in BBA/B.COM/BBM/BA.ECO and HRM Background			
Desired Qualification/Education: N/A			
Essential Experience: N/A			
Desired Experience: N/A			
Essential Training: N/A			
Desired Training: N/A			
Job related skills and abilities: <ul style="list-style-type: none">• Excellent communication skills• Teamwork• Problem solving• Planning and organizing• Self-management• Learning• Active listening skills• Customer service skills• Interpersonal skills• Leadership and management skills• Time management			



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Personal attributes: <ul style="list-style-type: none">• Proficient in English Writing• Sound knowledge of financial implication and human resource management• Creativity• Self-learning• Analytical and problem-solving skills• Adaptable to any working environment• Cooperative• Honesty and integrity• Positive attitude• Up to date with both the online and offline marketing trends• Initiative & leadership skills		
Job Location	Paro	
Employment Nature	Regular	
Grade	P step 13	
Date of joining	Will be informed via telephonic call	
Remuneration	First year of service excluding probation period: Pay Scale: Nu. 28,190 - 705 - 35,328 Basic salary: Nu. 28,190.00 Medical Allowance: Nu. 2,349.00 Provident Fund: Nu. 2,819.00 Corporate Allowance: Nu. 11,981.00 Communication Allowance: Nu.750.00 Gross Salary: Nu. 46,089.00	Second year of service: Basic salary: Nu. 28,895.00 Medical Allowance: Nu. 2,408.00 Provident Fund: Nu. 2,890.00 Corporate Allowance: Nu. 23,962.00 Communication Allowance: Nu. 750.00 Gross Salary: Nu. 58,905.00
	Note: <ul style="list-style-type: none">• Salary packages from 3rd year onward shall change based on Service Rules and Regulations of TIPL 2008	
Other allowances and benefits	Other allowances and benefits like gratuity, leave, Leave Travel Concession, leave encashment, bonus, insurance, staff welfare and mobile data shall be applicable as per the Service Rules and Regulations of TIPL 2008.	