



བགྲིས་བཅད་དོན་བརྒྱུད་འབྲེལ་ཚད་འཛིན།

Tashi InfoComm Limited

Job Description

Job Title	Personal Assistant	Report to	Manager, Administration
Department/ Unit	Human Resource and Administration	Supervises	None
Purpose of the Department/ unit: The Human Resource Section is responsible for all affairs related to human resource management and development of the company			
Brief duties and responsibilities: <ul style="list-style-type: none">• Maintain, arrange and clean the Managing Director's chamber regularly.• Assist officials of HRA department in organizing events, functions and during recruitment interviews.• Dispatch all outgoing official letters and correspondences and circulate incoming letters and packages.• Scan, print and make copies of official documents as and required.• Maintain all personal and official files and documents of the Managing Director, including newspapers.• Attend to incoming calls and other correspondences of the Managing Director and company.• Sort and organize monthly postpaid bills.• Type documents for the Managing Director as and when instructed.• Attend to and assist official guests of the Managing Director and company.• Make travel arrangements for Managing Director.• Liaise between the Managing Director, employees and outsiders.• Maintain stock for stationery for Managing Director.• Record keeping of all documents and expenditure.• Replace Tea Lady in her absence to prepare tea and serve employees and guests.• Be contactable, available and responsive at all times on your official number, official email account and official group in Telegram, to attend to the needs of the company, employees, customers and external agencies.• Execute, implement and achieve all the goals and targets as per the Annual Performance Goals with precision and within deadlines.• Take up roles and responsibilities of other officials in their absence in the department.• Perform any other tasks and duties as and when assigned by the Head of Section, Head of Department, Managing Director and Management.			
Working conditions: <ul style="list-style-type: none">• Standard working conditions			
Essential Qualification/Education: <ul style="list-style-type: none">• Class 12 passed with certificate in Office Management (3 to 6 months)• Minimum of 50% in Dzongkha and English in Class X and Class XII			



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Essential Experience: NA			
Essential Training: NA			
Job related skills and abilities: <ul style="list-style-type: none">• Good Communication Skills• Knowledge of MS Office			
Personal attributes: <ul style="list-style-type: none">• Proactive• Multi-tasking and adaptability• Honesty and sincere			
To be filled by the Human Resource and Administration Department			
Job Location	Thimphu	Employment nature	Regular
Pay scale	15,081-377-18,851	Allowances	Corporate Allowance and Medical Allowance as per Company's Service Rules and Regulations
Reporting date	Will be informed via call	Reporting time	Will be informed via call