

TERMS OF REFERENCE

- 1. Position:** Sales Representative
- 2. Report to:** Manager, Bumthang.
- 3. No. of positions: 1**
- 4. Major Responsibilities:**
 - Collect revenue in the form of cash/cheque/demand draft.
 - Match the revenue collected with that of bill claim.
 - Update the subscriber ledger.
 - Issue signed money receipt to the customer.
 - Timely closing of daily transactions
 - Any other job assigned by the immediate supervisor in the interest of the Corporation.
- 5. Education**
 - CL-XII with one year Diploma Course in Commercial Accounting

6. Remuneration:

Grade/Cadre	Pay Scale	Allowance
D3	15,415-385-23,115	Corporate Allowance 20% PBVA= 15%

TERMS OF REFERENCE

6. Position: Sales Representative

7. Report to: Incharge, Samdrup Choling.

8. No. of positions: 1

9. Major Responsibilities:

- Collect revenue in the form of cash/cheque/demand draft.
- Match the revenue collected with that of bill claim.
- Update the subscriber ledger.
- Issue signed money receipt to the customer.
- Timely closing of daily transactions
- Any other job assigned by the immediate supervisor in the interest of the Corporation.

10. Education

- CL-XII with one year Diploma Course in Commercial Accounting

6. Remuneration:

Grade/Cadre	Pay Scale	Allowance
D3	15,415-385-23,115	Corporate Allowance 20% PBVA= 15%

TERMS OF REFERENCE

1. Position: Office Assistant.

2. Report to: Manager, Procurement Section.

3. No. of position: 1

4. Major Responsibilities:

- Compiling of Requisitions.
- Issuance of purchase order after receiving System PR.
- R & M of vehicles after receiving System PR.
- Follow-up with vendors for delivery status.
- Processing of Clearing Agent Bills.
- Processing of BST payment after receiving import documents/PI
- Sending the faulty equipments for repair after receiving from concerned officials.
- Liaise with clearing agent for clearing of goods.
- Follow up with vendors on invoices after PO for international vendors.
- Any other jobs assigned in the interest of Corporation.

5. Education

- CL-XII with one year Diploma Course in Office Management.
- Should know how to drive two wheeler and should have two wheeler driving license.

6. Remuneration:

Grade/Cadre	Pay Scale	Allowance
D1	12,740-320-19,140	Corporate Allowance 20% PBVA= 15%