



Building for the Future

Terms of Reference for Executive Secretary

Job Title	Executive Secretary
Qualification	General Graduate
Skills	<ul style="list-style-type: none"> ● Excellent Interpersonal skills ● Strong verbal/written communication ● Proficiency in Microsoft Office Software ● Possess excellent time-management and organizational skills ● Strong understanding of business administration ● Acceptable to work beyond working hours to meet the deadline
Age	Below 40 years
Grade and Remunerations	<ul style="list-style-type: none"> ● Grade VIII ● Basic Pay for Grade VIII – Nu. 27,300.00 per Month ● Corporate Allowance - 20% on Basic Pay ● Fixed Allowance - 30% on Minimum Basic Pay Scale ● PVBA/Bonus as per PMS ● Other perks and benefits will be as per the Service Rule of the Company ● Preference shall be given to those with experience in the relevant field and remuneration shall be fixed accordingly.
Type of employment	Regular
Report to	Chief Executive Officer
Work Station	PCAL Corporate Office, Gomtu
Role and Responsibilities	<ul style="list-style-type: none"> ● Prepare and distribute internal and external documents, including reports, memos, and letters. ● Maintain the electronic and paper files and ensure they are updated regularly. ● Organizing schedules, managing correspondence, and performing various administrative tasks. ● Attend meetings and draft minutes of the meetings. ● Organizing travel arrangements. ● Provide general administrative support, including taking phone calls, handling inquiries, and managing the office calendar. ● Handle confidential information with discretion and professionalism. ● Any other job assigned by the CEO.


Chief Executive Officer

**CORPORATE OFFICE AND BUSINESS UNITS: PHUNTSHOPELRI (GOMTU)
DZONGKHAG: SAMTSE, BHUTAN**

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