



*Building for the
Future*

Terms of Reference for Sales & Marketing Officer

Job Title	Sales & Marketing Officer
Qualification	BBA in Marketing
Skills	<ul style="list-style-type: none"> • Should have fairly good command over English and Dzongkha. Fluency over other languages would be an added advantage, as they have to deal with all sorts of people. • Handling complaints and issues. • Good customer services.
Grade and Remunerations	<ul style="list-style-type: none"> • Grade VII • Basic Pay for Grade VII– Nu. 31,605.00 per Month • Corporate Allowance - 20% on Basic Pay • Fixed Allowance - 30% on Initial 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	Head Sales & Marketing Officer
Work Station	PCAL Corporate Office, Gomtu

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

Phuentsholing Depot Tel: 00975-5-252885; Gelephu Depot Tel: 00975-6-251605; Samdrup Jongkhar Depot Tel: 00975-7-251790

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<p>Role and Responsibilities</p>	<ul style="list-style-type: none"> • Address to all the enquiries received as per ISO Standard. • Conduct Market survey as per the TAS of the Department. • Develop a sales and marketing strategy whenever required. • Work along with Regional Manager of three regional depots. • Report to Director on daily basis and update the marketing scenario including supply and demand ratio. • Address to cement complaint received as per ISO. • Graphic representations of customer satisfaction level • Develop brochure/banner or any promotional related designs. • Promotional activities to be carried out as and when required • Monitor the appointment of new agent and carry out agent agreement signing during the renewal period. • Keep record of dispatch status both in export and domestic market. • Assist Director in framing of any SoPs and guidelines.
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