



Building for the Future

TOR for Executive Secretary

Job Position/Title	Executive Secretary
Function	Corporate Office
Reporting Authority	Chief Executive Officer
Job Description	<p>Key Responsibilities and Duties</p> <p>Executive Support & Office Management Manage the executive's complex calendar, schedule appointments, and coordinate meetings, ensuring effective time management. Organize and maintain the executive's electronic and physical files, documents, and records. Handle highly confidential and sensitive information with the utmost discretion. Prepare and process expense reports and manage other administrative tasks for the executive. Act as a gatekeeper, managing access to the executive and prioritizing inquiries and requests.</p> <p>Communication & Liaison Serve as the primary point of contact for the executive's office for both internal staff and external clients, partners, and stakeholders. Screen, direct, and respond to phone calls, emails, and other correspondence on behalf of the executive. Draft, proofread, and edit correspondence, presentations, reports, and other documents to ensure accuracy and professionalism. Facilitate clear and timely communication between the executive's office and other departments.</p> <p>Meeting & Event Coordination Coordinate and schedule high-level meetings, including board meetings, leadership team meetings, and client dinners (distinct from the "Company Secretary's" role of minuting formal board meetings). Arrange meeting logistics: venue booking, catering, technology setup (VC/AV), and preparation of materials. Attend meetings with the executive when required, take notes, and track action items for follow-up. Assist in coordinating corporate events, conferences, and travel itineraries as needed.</p> <p>Document Preparation & Management Prepare agendas, compile meeting packs, and distribute pre-read materials. Create and format complex documents, spreadsheets, and presentations.</p>

CORPORATE OFFICE AND BUSINESS UNITS: PHUNTSHOPELRI (GOMTU)

DZONGKHAG: SAMTSE, BHUTAN

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	<p>Develop and maintain an efficient filing and retrieval system for the executive's office. Ensure all critical documents are accurately filed and easily accessible.</p> <p>Project Management Support Provide administrative support for key projects led by the executive, including tracking timelines, milestones, and deliverables. Conduct preliminary research and compile data to support the executive's decision-making. Liaise with project team members to gather updates and prepare status reports.</p>
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-The Management

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