



JOB DESCRIPTION

Title: Administrative Assistant III

Reports to: Administrative Officer

Grade: 13

Key Duties & Responsibilities:

1. Draft, type and dispatch correspondences as per the directives of the supervisor;
2. Assist the Officers in administrative duties e.g. photocopying, binding, compilation of materials;
3. Arrange meetings as required
4. Maintain office records and files
5. Liaise with various people in relation to official work; and
6. Carry out any other tasks that may be assigned from time to time.

PERSON SPECIFICATION

Qualification:

Cl. XII with 3 months IT course/Cl. X with 2 years Office Management Course/class XII with computer science

ENTRY Experience: Preference: Those with relevant work experiences

Knowledge of Language(s)

- Should have good written and spoken Dzongkha and English. Knowledge of other dialects would be considered as added advantage.
- Ability to be courteous and able to handle matters in short notice
- The job requires skill for coordination and communication