JOB DESCRIPTION

Title: Personal Assistant III

Reports to: President

Grade: 13

Key Duties & Responsibilities:

1. Draft, type and dispatch correspondences as per the directives of the supervisor;
2. Take notes and draft letters and statements;
3. Attend to the telephone/pass the line to the President as and when required;
4. Arrange appointments/meetings and maintain timing for the President;
5. Maintain records/files on matters directly dealt by the President;
6. Receive and manage visitors of the president;
7. Manage events which are related directly to or hosted by the President; and
8. Carry out any other tasks that may be assigned from time to time.

PERSON SPECIFICATION

Qualification:

Cl. XII with Min. 6 months course in Stenography, Computer application, Office Management/Cl. X with 2 years Office Management Course

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