

Terms of Reference

Job Title	Personal Assistant to CEO
Reports to	CEO's Office
Office	NRDCL, Head Office, Thimphu

Duties and Responsibilities

- Provide secretarial services to the CEO;
- Take dictations and type letters and statements;
- Draft standard/simple letters for the CEO;
- Attend to the telephone calls of the CEO and direct these calls with due courtesy and manner;
- Arrange and manage appointments/meetings for the CEO;
- Maintain records and files for the CEO;
- Receive and manage the visitors of the CEO;
- Ensure proper usage of fax and photocopiers and record the details of fax messages sent in a separate register, and
- Get official papers signed by the CEO and distribute to the relevant sections in the office after sign.
- Prepare CEO's tour programs and itineraries and ensure that the itinerary is communicated effectively to all respective divisions and regions wherever necessary.
- Maintain information on CEO's tour/travel and keep track of management.
- Ensure to keep CEO's chamber clean, tidy and organized.
- Arrange for refreshment if important meetings are conducted with outside clients
- Any other tasks assigned by the CEO.

Qualification, experience and other requirements

- Class XII passed with relevant work experience of at least three years.
- Should have good knowledge of Dzongkha and English (both spoken and written);
- Should have shorthand writing skill;
- Should be well versed in computer skills;
- Should be polite and courteous and be able to handle matters on short notice;
- Should have good coordination and communication skills,
- Should be punctual and be able to follow instructions, and
- Should have strong sense of commitment for the Company.

Grade, remuneration and other benefits

- As per NRDCL Service Rules and Regulations in force.