



ལྷོ་སོ་ནམ་འབྲུག་ཆས་ལས་འཛིན་ཚད།

Farm Machinery Corporation Limited

CHUNDUDINGKHA, PARO: BHUTAN

Post Box No: 131

"Making Agriculture Productive, Profitable and Prestigious (PPP)"



Terms of References (ToR) Administrative Assistant

Position Title	: Administrative Assistant
Grade	: S5
Pay and allowances	: Nu. 13705-345-20605 (Basic Pay) +20% HRA on basic pay : Nu. 8950(Fixed allowance) :Nu.1140(LTC) : Other allowances and benefits as per the FMCL service rules
Employment Type	: Regular
Qualification	: Class XII Pass Out
Background	: An Administrative Assistant is a professional responsible for performing various administrative and clerical duties to support the efficient operation of an organization or department. They are often involved in tasks such as scheduling meetings, managing correspondence, maintaining records, and organizing office supplies. Administrative Assistants play a crucial role in ensuring that office functions run smoothly and that team members are supported in their day-to-day activities.
Accountabilities/Responsibilities	
The responsibilities are given below:	
<ol style="list-style-type: none">1. Organize and maintain office systems, files, and records.2. Monitor and order office supplies to ensure smooth operations.3. Manage calendars and schedule appointments, meetings, and events.4. Arrange travel and accommodations as required.5. Act as the first point of contact for correspondence, phone calls, and visitors.6. Draft, format, and distribute emails, letters, reports, and memos.7. Prepare and edit documents, presentations, and spreadsheets.8. Take and distribute minutes during meetings.9. Maintain and update databases and records for accuracy and compliance.	



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10. Generate reports and summaries as requested.
11. Assist staff in administrative tasks related to their roles.
12. Support special projects and initiatives as required.