

A. Office Secretary- Terms of Reference

- Provide high-level clerical and administrative support to an executive.
- Maintaining executive's agenda and assist in planning appointments, meetings and conferences etc.
- Coordinate; attend meetings and record minutes and minutes follow up accordingly.
- Communicate the Management's decisions to concerned division/unit heads and report actions taken on important Management's decisions to the next meetings for additional directives/further deliberation/to update the status.
- Prioritize all outgoing or incoming correspondence (calls, e-mail, letters, packages etc.)
- Maintain electronic and paper records ensuring all information is organized and easily accessible.
- Ensure efficient and effective administrative information and assistance.
- Coordinate all office protocols & logistics for visitors & guests.
- Any other Task Assigned by the Supervisor.

A. Education Qualification:

- Minimum qualification required is B.Sc in Environmental Science.
- Relevant prior work experience shall be given preference.

B. Personal Specification, Attribute & Competencies:

- Good computer skills.
- Good communication skills & Office Management.
- Excellent time management and organizational skills, especially the ability to prioritize and multitasking.

C. Remuneration & other benefits

1. Company's grade – VIII (8)
2. Position Level – P5
3. Pay Scale – 20230-505-30330.
4. Monthly Pay Fixation shall be negotiable based on experience
5. 20% House Rent allowance (HRA) of the monthly basic pay,
6. Other allowance & benefits will be admissible as per ISRR.

E. Employment Type

1. Regular
2. Candidate will be initially placed under probation period of six months.
3. During probation period employee will be placed one grade lower. Only after successful completion of the period, he/she will be paid at the actual grade level.

F. Other Requirements:

1. FMCL Application Form (download from www.fmcl.bt)
2. Curriculum Vitae (CV)
3. Copies of:
 - a. Academic Transcripts (Cl. X, XII and Degree)
 - b. Valid copy Security Clearance Certificate
 - c. Valid copy Medical Fitness Certificate
 - d. copy Citizenship Identity Card (CID), and
 - e. No Objection Certificate, if Employed
 - f. Merit Certificates