

Terms of reference for Driver

Job holder name:	Designation: EPABX Operator
Job grade: S1	Directly reports to: Head, Administration division

Job purpose {define the key aspects of the role briefly – why does the job exist?}

The job exists to provide EPABX operations in the Bank on daily basis by receiving and passing all the inward and outward calls.

Key responsibilities {define the key responsibilities of the job}

1. Greet customers and visitors as and when required;
2. Direct the customers and visitors to the offices they wish to visit;
3. Collect all the letters/bills, etc... as and when required;
4. Placing of inward and outward calls;
5. Update telephone directory as and when required; and
6. Any other tasks assigned by the management and the reporting authority.

Experience, knowledge & skills required {define the experience & knowledge required to do the job}

Qualifications: Minimum Class X passed preferably with short course in Tourism & Hospitality.

Experience: Fresh.

Knowledge and skills: Good communication skills, must be fluent in Dzongkha & English languages, must have a positive attitude towards work and self-motivate.

Approvals {signatures in this section denote agreement to the job description}

Designation	Signature	Date
Job Holder		
Immediate supervisor		
Human Resources		

OTHER DETAILS

1. Position

a.	Designation	EPABX Operator
b.	Grade	S1
c.	Department	Corporate Support Services Department
d.	Company	Bank of Bhutan Limited
e.	Place of Posting	Corporate Office, Babesa, Thimphu
f.	Supervisor	Head, Administration
g.	Reviewer	Chief Support Services Officer
H	Maximum age limit	Minimum 18 years and maximum 35 years during the time of vacancy announcement
i.	Date of Joining	With immediate effect