



Terms of Reference

Job Title	Sales Representative
No. of Slots	1 (one)
Section/Division	Lhuntse

Accountabilities/Responsibilities

- ✓ Collect revenue in the form of cash/cheque/demand draft.
- ✓ Match the revenue collected with that of bill claim.
- ✓ Update the subscriber ledger.
- ✓ Issue signed money receipt to the customer.
- ✓ Timely closing of daily transactions
- ✓ Any other job assigned by the immediate supervisor in the interest of the Corporation.

Qualification, Knowledge, Skills and Experience	<ul style="list-style-type: none">• CL-XII Commerce• Minimum 60% in Class- X & XII
Remuneration:	<ul style="list-style-type: none">• Grade/ Cadre: D1• Pay Scale: 13,375-335-20,075• Allowance: Corporate Allowance 20%, Fixed Allowance: 60%