

Terms of Reference

Job Title	Associate Sales Executive Officer
Position Level	Officer
Reports to	Manager, Gelephu
Location	Central Region, Gelephu

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 ✓ Prepare and submit the daily collection report ✓ Register new customers for fixed line, ISP prepaid, ISP postpaid, Air Fiber, mobile services (postpaid, prepaid, and tourist SIM), domain registration, and web hosting services. ✓ Suspend and reactivate services as required. ✓ Process BNGL and B-Wallet registrations. ✓ Dealer registration. ✓ Handle complaints from walking customer and escalate. ✓ Send bulk SMS notifications to walk-in customers as required. ✓ Follow up on invoices with government agencies. ✓ Manage and sell stock items with proper system updates. ✓ Maintain accurate stock records, including quarterly PID documentation. ✓ EPems payment update ✓ Conduct regular marketing campaign.

Qualification, Knowledge, Skills and Experience	Qualification: • Minimum BCOM/BBA/BA Economics. • Minimum 60 in Class X, XII and Degree
Employment Type	Regular
Remuneration:	Grade/ Cadre: A1 Pay scale: 28665-715-42965 Corporate Allowance: 20%, Fixed Allowance: 60%