



Position: Sales Executive

1) Overall job responsibilities

Sales Executives shall be placed in Duty Free Shop, Phuentsholing and shall function under the supervision of Assistant Manager, Branch.

2) Specific Responsibilities

- a. Attend to the customers and provide them information on the products available including the features of the products;
- b. Maintain inventory of stock on a daily basis;
- c. Accountable for any loss/pilferage of goods in the outlet;
- d. Maintain proper records of sales and sales proceeds;
- e. Hand over the sales proceeds along with details of sales and balance stock to the supervisor at the close of the day;
- f. While accepting USD payment for gold, ensure proper screening of fake notes and adhere to the clean note policy;
- g. Maintain cleanliness of the outlet and its surroundings at all times and attend to duty in proper uniform;
- h. At all times during duty in proper uniform;
- i. Display courtesy to customers at all times; and
- j. Carry out such other work as may be assigned by the management from time to time.

3) Qualification & Experience Criteria

- a. Class X & XII passed with an aggregate of not less than 55% in four best subjects including Dzongkha and English

4) Personal Specifications, Attributes & competencies

- a. High integrity, ethics, etiquettes and interpersonal skill and capable to work in a team;
- b. Pleasing personality, courteous behavior with flair to be in front desk of a retail outlet;
- c. Good attitude to learning and working in a retail environment;
- d. Ability to operate computer efficiently;
- e. Able to work under pressure and at odd hours;
- f. Able to deal with multicultural customers;
- g. Able to work with flexible schedule;
- h. Always dress neatly and present oneself in a manner befitting Sales Executives;
- i. Maintain high level of personal hygiene and cleanliness of the work place; and
- j. Take up assignment/transfer to any place within the Duty Free Outlets.



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BHUTAN DUTY FREE LIMITED



5) Other requirements

- a. BDFL application form indicating clearly the post applied for
- b. Curriculum Vitae (CV) clearly indicating requirements referred to above
- c. Copies of:
 - i. Class X & XII certificates and transcripts (marksheets)
 - ii. Valid Security Clearance Certificate (online)
 - iii. Citizenship Identity Card (CID)
 - iv. Valid Medical Fitness Certificate
 - v. No Objection Certificate from the parent organization, if employed
 - vi. Any other relevant documents

6) Employment type: Regular

7) Salary and other benefits

- a. BDFL Grade -11
- b. Pay scale - Nu. 15,620-390-23,420
- c. Monthly Lumpsum Pay (MLP) – Nu. 9,300
- d. House Rent Allowance (HRA)- 20% of the basic pay
- e. Performance Based Variable Incentive (PBVI)
- f. Other benefits and allowances as per BDFL Service Rule.