

Terms of Reference (ToR) for Sales Assistant

1. Position Title: Sales Assistant

2. Location: Pasakha, Phuentsholing & Samtse

3. Objective

To support the sales team by preparing reports, managing invoices, and ensuring smooth operations related to sales and transportation.

5. Key Responsibilities

1. Sales Reporting

- ✓ Prepare and maintain accurate sales reports.
- ✓ Analyze sales data to identify trends and opportunities.

2. Transporter Fuel Reporting

- ✓ Collect and compile fuel consumption data from transporters.
- ✓ Prepare detailed fuel reports for management review.
- ✓ Transshipment Reporting
- ✓ Monitor and report on transshipment activities.
- ✓ Ensure timely updates and accuracy in transshipment records.

3. Invoice Preparation

- ✓ Prepare and issue sale invoices accurately and promptly.
- ✓ Ensure compliance with company policies and procedures.

4. Royalty Management

- ✓ Assist in calculating and processing royalty payments.
- ✓ Maintain records of royalty agreements and payments.

4. Knowledge in Bhutan TradeFin Net System

6. Skills and Qualifications

- ✓ Class XII - Commerce, with one year of experience and strong computer proficiency.
- ✓ Strong analytical and reporting skills.
- ✓ Proficiency in Microsoft Excel and other reporting tools.
- ✓ Knowledge of sales processes and invoicing systems.
- ✓ Experience with BTFN or similar software is an advantage.
- ✓ Excellent communication and interpersonal skills.
- ✓ Timeliness and accuracy of reports.
- ✓ Efficiency in invoice processing.
- ✓ Contribution to sales team objectives.

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