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State Trading Corporation of Bhutan Ltd.

An ISO 9001: 2015 QMS, Quality Certified Company



1. Post Summary

- **Organization:** State Trading Corporation of Bhutan Limited
- **Place of posting:** Tata Business Division, Thimphu and Phuentsholing
- **Employment Status:** Temporary (for 6 months only)
- **Nature of work:** Sales and Marketing
- **Vacancy:** 5 temporary staff
- **Eligibility:** Class XII and above, however preference shall be given to candidates with past experience.
- **Pay package:** Consolidated fixed pay of Nu.25,000.00/ month with sales incentive of Nu. 6,000.00 payable per unit sold (incentive applicable for Tata Yodha pickup only)
- **Interview date and place:** Interview date and venue will be intimated to shortlisted candidates either through calls, text and emails via contact details given in CV/resume.

2. Criteria for selection

a. Preferential criteria:

- Post is announced for class XII and above with ability to use MS Word, Excel and PowerPoint. Preference shall be given to candidates having past experience and driving license.
- Good in English and Dzongkha
- Good in communication (multilingual in national dialects preferred)
- Should possess ethics and integrity (can maintain confidentiality of information)
- Be healthy, comfortable and willing to travel across Bhutan even under extreme conditions.

b. Selection Criteria:

- Average class XII marks in 4 best subjects including English– 50%





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3. Terms of Reference

- a) The selected candidates shall be hired as temporary staff for 6 months duration to conduct demo, trial and marketing on Tata Yodha pickup in different parts of Bhutan.
- b) The selected candidates shall undergo week-long product training before field visit.
- c) The selected candidates shall conduct vehicle demos, trials and face to face marketing with target customer and pitch sales on daily basis,
- d) The selected candidates shall submit daily activity report to Sales Officer.
- e) The selected candidates must remain dedicated to carry assign task and visit all places as directed by Sales Officer.
- f) The selected candidates shall assist Sales Officer to update work in progress to Tata Motors and support supervisor wherever necessary,
- g) The selected candidates shall perform any other tasks assigned; such as collecting data, customer information, conduct meeting as may be assigned by the Sales officer.
- h) The selected candidates shall individually or in team travel extensively in-country covering target places.
- i) The selected candidates alone shall on its own arrange and bear expenses related to his/her accommodation, food, travels and communication expenses,
- j) All leave (any kind) availed by the selected candidates shall be deducted from the pay.
- k) No remuneration/allowances shall not be paid in advance.

4. Remuneration/Benefits:

- a) The selected candidates shall be paid Nu.15,000.00 (fifteen thousand) per month for the period they are hired.
- b) To meet travel and food expenses, accommodation and communication, a monthly allowance amounting to Nu. 10,000.00 will be paid to selected candidates.
- c) Nu. 6,000.00 sales incentive in cash shall be paid for each unit retail. This incentive on retail shall be applicable for Tata Yodha pickup only.
- d) In any event, candidates will not be allowed to take consecutive leave for more than 5 days.

