



credible, effective and efficient humanitarian organization

Job Title: Driver cum Receptionist

Reporting to: Admin and Accounts Officer (AAO)

Work Station: Thimphu with regular field visits

Main Duties:

Under the supervision and directives of the line manager, AAO, Administration Division, the Driver cum Receptionist will be responsible for the duties highlighted in the key responsibilities

1) Driver

To ensure safe and efficient driving services and regular maintenance of BRCS pool vehicles

- Responsible for driving BRCS pool vehicles in a safe and responsible manner as per the Code of Conduct
- Ensure that vehicles are kept clean (interior and exterior) and maintained according to the maintenance schedule, or whenever necessary
- Maintain and update the vehicle log book of the official trips, daily mileage, fuel consumption,
- Make annual fitness and emission tests and renewal of vehicle documents
- Compile kilometres used for private/projects monthly to be charged to the respective individuals/projects
- Pick up and drop mission/consultants and other visitors whenever asked for
- Pick up and drop BRCS staff when required
- Compile maintenance expenses for all the vehicles regularly
- Ensure that all vehicles comply with the Minimum Operating Security Standards
- Perform other duties as assigned by the line manager
- Follow all rules and regulations in relation to the Road Safety and Transport Authority

2) Receptionist

- Provide reception and related support services.
- Receive visitors to the BRCS HQ as well as ensure the efficient reception, processing and distribution of postal, courier and telephone.
- Maintain a record of incoming and outgoing mail and courier deliveries. Undertake messenger and liaison duties with external contacts.
- Manage office space reservations
- Assisting visitors in finding their way around the office
- Helping maintain workplace security by issuing, checking and maintaining visitor logs
- Assisting with a variety of administrative tasks as assigned.
- Preparing meeting and training rooms.

3) Other Duties:

- Carry out other duties and tasks as assigned or delegated from time to time



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4) Educational Background and requirements

- CI.XII passed
- Having valid PD driving licence with 3 years of driving experience in related organization
- Able to work under minimal supervision and be proactive and initiative.
- Effective time management skills.
- Excellent interpersonal skills
- Good communication skills
- Ability to perform multiple tasks and work under pressure with a wide range of individuals and organisations.
- Experience with administrative and clerical duties
- Maintenance of confidentiality at all times.
- Competency in Microsoft office suite would be an added advantage