



**Position Title:** Receptionist/Front Desk

**Duties and Responsibilities**

- Receive and direct the Telephone Message, Fax Message and letter or document from outside.
- Dispatch and maintain a record of the letters.
- Keep a track of direct/ STD calls and fax.
- Receive the letters and forward to the concerned addressee.
- Directs visitors to the concerned officials.
- Perform other clerical job as assigned by superiors.
- Responsible for operation and maintenance of photocopy machine.
- Undertake any additional responsibilities as assigned by superiors.

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**Regional Office Address:**

**Phuentsholing**  
Tel: 05 254961  
Fax: 05 254960

**Bumthang**  
Tel: 03 631210  
Fax: 03 631187

**Mongar**  
Tel: 04 641293  
Fax: 04 641358

**Gelephu**  
Tel: 06 252021  
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**Samdrup Jongkhar**  
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