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**BHUTAN LOTTERY LIMITED**  
(Responsible Gaming Organization)

## **TERMS OF REFERENCE**

- 1) **Position Title:** Marketing Assistant
- 2) **Entry Grade:** 12
- 3) **Pay Scale:** Nu. 14,450- 360-21,650/-
- 4) **Allowance:** (20% HRA + Monthly Variable Compensation (MVC): Nu. 9000/- and other perks as per company's Service Rule)
- 5) **Appointment Type:** Regular
- 6) **Minimum Qualification:** Class XII Passed (Minimum of 55 % in X and XII)
- 7) **Skills and Competencies Required:**
  - i. Ability to communicate effectively (Dzongkha & English)
  - ii. Good knowledge in Microsoft Word and Excel
  - iii. Strong analytical and listening skills
  - iv. Ability to manage multiple tasks and responsibilities at the same time
  - v. Good interpersonal relationship building skills

## **8) DUTIES & RESPONSIBILITIES**

- i. Responsible for preparing, scanning, and validating of winning tickets into lottery systems in timely manner
- ii. Assist Marketing Officer to conduct Drawing of Lottery as per Draw Procedure
- iii. Maintain confidentiality of the Drawing Materials and other records
- iv. Managing and distribution of lottery stock to agents based on the requisition
- v. Record keeping and maintaining details of lottery distribution
- vi. Timely closure of lottery Games
- vii. Liaise with Sales Agent
- viii. Support and assist Marketing Department to carry out Quality Control and other related works as per SoP
- ix. Any other task assigned by the Management