



BHUTAN BOARD PRODUCTS LIMITED

(A Royal Government of Bhutan Undertaking & BSB Certified Company)

Terms of Reference – Assistant Research Officer (Research & Development)

MISSION

A leading export-oriented manufacturing unit helping the nation in its endeavor to manage natural resources sustainably by converting lops and tops into high quality particle boards that is further value added to make modern and trendy Ready-To-Assemble Furniture.

VISION

To be a leader in the wood industry in Bhutan and in the region that is admired for leadership, productivity, efficiency and social values.

DESTINATION STATEMENT

Achieve annual turnover of Nu.1,000 million by 2030

CORE VALUES – SMILE

- **Safety:** We believe in zero accident at workplace and shall devote necessary resources and systems to achieve this goal.
- **Meritocracy:** We will promote meritocracy and teamwork with appropriate risk-reward structure. Complacency and incompetency will not find a place in the company.
- **Integrity:** Doing the right thing even when no one is watching. We will not tolerate any forms of corruption, nepotism and workplace politics in the company.
- **Leadership:** We are visionary thinkers, creating opportunities and solving problems for consumers every day by looking beyond today to envision the product of tomorrow.
- **Equality:** We will treat employees in a reasonable, equitable and objective manner and treat each and every case on merit. The stakeholders will be treated fairly in the quest for long term sustenance.

RESEARCH AND DEVELOPMENT

The Research and Development (R&D) Section under the Marketing and Sales Department plays a crucial role in strengthening the company's market presence and customer engagement through innovation, product refinement, and market insights. This section is dedicated to studying market dynamics, consumer demands, and industry competition to inform the development of products that cater to changing customer expectations. Key responsibilities include conducting thorough research, identifying avenues for product differentiation, assisting in promotional strategies, and contributing to brand development. By aligning its initiatives with the broader marketing goals, the R&D Section enhances product value, sharpens market positioning, and drives the sustainable growth and competitiveness of Bhutan Board Products Limited.

JOB DESCRIPTION

Position: Assistant Research Officer

Department: Marketing & Sales

Reports to: Sr. Research Officer



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Summary:

The Assistant Research Officer (Furniture Design) will support Bhutan Board Products Limited by conducting innovative research aimed at advancing furniture design, improving product functionality, and aligning with evolving market demands. This position is key to the development of ergonomic, sustainable, and visually appealing furniture solutions. Responsibilities include carrying out in-depth research on market trends, user needs, and emerging material technologies to inform and guide strategic design decisions. The role also involves preparing comprehensive reports, prototypes, and presentations to effectively convey research findings. Close collaboration with the R&D team is essential to ensure that insights are seamlessly integrated into the furniture design process, with a strong emphasis on ethical standards, sustainability, and industry compliance.

Job Specific Responsibilities:

- **Research Design and Planning:** Develop research methodologies focusing on furniture design, including user experience, material properties, and market analysis.
- **Costing:** Furnish the costing of the product, collecting all the inputs from the relevant department.
- **Design Support:** Create conceptual sketches, 2D/3D models, or prototypes using design software AutoCAD & Adobe photoshop
- **Reporting:** Prepare design and presentation for internal teams and external stakeholders.
- **Collaboration:** Work with designers, engineers, and the marketing team to align research with product development goals.
- **Ethics and Sustainability:** Ensure research complies with ethical guidelines and prioritises sustainable materials and processes.
- **Administrative Support:** Update research documentation, project timelines, and resource allocation for design-related activities.
- **Exclusions:** The Assistant Research Officer shall submit all the drawings, costing and designs to the Sr. R&D Officer.
- **Collaboration:** Coordinate with R&D, engineering, and marketing teams to ensure research supports product goals.
- **Accountability:** Meet deadlines, maintain research and design quality, and adhere to ethical and sustainability standards.
- **Support:** Access to design software (e.g., AutoCAD, Adobe Creative Suite), material testing resources, and training will be provided.
- **Other Matters:** He shall execute Other related official work assigned by the management

Skills and competencies

- Proficiency in design software (e.g., AutoCAD, Adobe Photoshop).
- Strong understanding of research methodologies, including market research and user-centered design.
- Analytical skills for interpreting user feedback, material data, and market trends.
- Creative problem-solving and ability to translate research into innovative design solutions.
- Excellent communication skills for writing reports and presenting design concepts.
- Familiarity with sustainable design practices and material innovations.

Desirable Qualifications:

- **Education:** Diploma in Civil Engineering from a recognized university.



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- **Experience:** 2-3 years of experience in a related field (preferred but not mandatory for entry-level candidates).

Salary and other benefits:

- Grade: 10
- Basic: 17,310.00
- Pay Scale: 17,310-430-27,630
- Corporate Allowance: 10% of basic
- Fixed Allowance: 20% of minimum pay scale
- 15% PF after the completion of probation period
- Other benefits and allowances as per BBPL Internal Service Rules of the company