

**Post:** Interns

**Reporting Relationship:** Manager, Legal and Property Management

**Gross Salary:** MVR 270 per day worked

**Employment Type:** Contract

**RESPONSIBILITIES AND DELIVERABLES:**

1. Coordinate and attend to customers during the agreement signing process.
2. Disseminate information about the housing units to customers.
3. Managing all administrative works related to the signing process.
4. Coordinate with immediate supervisor to manage and organize the flow of customers in and out of the premises.

**EMPLOYEE SPECIFICATION (QUALIFICATIONS AND EXPERIENCE)**

1. Fluency in Dhivehi and English

**SKILLS AND COMPETENCIES:**

1. Fluency in written and spoken Dhivehi.
2. Customer friendly
3. Fast learner
4. Positive Attitude
5. Experience with office management software such as MS Office (MS Excel and MS word)
6. Must have excellent problem-solving skills.
7. Time management and self-organized