بِسْمِ اللهِ الرَّحْمٰنِ الرَّحِيْمِ

ބިޒްނަސް ސެންޓަރ ކޯޕަރޭޝަން، މ.ކަނީރު ވިލާ 1 ވަނަ ފަންގިފިލާ (A)، އޮކިޑް މަގު،
20212، މާލ ސިޓީ، ދިވެހިރާއްޖެ،

Business Center Corporation, M.Kaneeru Villa, First Floor (A) Orchid Magu,
20212 , Male' City, Republic of Maldives

JOB DESCRIPTION

Job Summary:

Responsible for providing administrative support and assistance in the day-to-day management of Authentic Maldives outlets and ensuring activities are aligned with the objectives of the company.

Requirements:

- Minimum 4 "D" passes in O' Level or equivalent qualification **OR** Vocational training and 2 Years of Relevant Work Experience
- Fluent in Spoken English
- Pleasant personality

Remuneration Package:

Basic Salary : 6,000.00

Service Allowance: : 4,000.00

Total (MVR) : 10,000.00

Job Duties:

- Develop and maintain Authentic Maldives supplier files, inventory file and all related correspondences
- Ensure confidentiality and security of Authentic Maldives files and filing systems
- Attend Authentic Maldives suppliers queries on a day-to-day basis and managing incoming and outgoing correspondences promptly
- Assist in maintaining and tracking the inventory of Authentic Maldives and ensure restocking needs are immediately attended to
- Manage the barcoding system and ensure the products are properly barcoded and packed before delivery to the outlets
- Assist in Authentic Maldives promotional activities with the projects and marketing team, when necessary
- Assist staff in arranging logistics to various locations
- Assist in the maintenance of Authentic Maldives outlets, coordinating with the relevant department to ensure renovations are carried out routinely
- Assist in all other administrative tasks related to Authentic Maldives including but not limited to, scheduling meetings, organizing and filing all documents, managing hotline for Authentic Maldives

Additional Responsibilities:

Perform other work-related duties assigned by the Business Center Corporation.

Work Location:

- Business Center Corporation Head Office