

Job Opportunity

Post	Administrative Officer	Reference	Tradenet-HR/JJ/2023/47
Location	Male'		
No of positions	1		
Term of Employment	The duration of the assignment is 1 (one) year from the commencement of work. Contract can be extended after performance analysis at the end of the term.		
Scope of Work	We seek an energetic professional with significant experience in handling a wide range of administrative support related tasks and being able to work independently under administrative challenges.		
Remuneration	Based on qualifications and experience		
Qualification & Experience	<ul style="list-style-type: none"> ▪ Diploma in a related field ▪ 2 + years' experience in a related field 		
Responsibilities	<ul style="list-style-type: none"> ▪ Provide administrative assistance to Human Resources and Administration Manager. ▪ Ensure functionality of necessary office equipment and requisitioning new equipment and supplies as needed. ▪ Assist in procurement procedure of items required for the office and its activities. ▪ Monitor stock levels and place orders as needed. ▪ Make travel arrangements for employees when necessary. ▪ Coordinate and organize internal and external meetings, conferences, and company events. ▪ Act as a point of contact between the organization and clients and suppliers. ▪ Answer phone calls, emails, and inquiries in a professional manner. ▪ Maintain and manage proper filing systems, both physical and digital, ensuring easy retrieval of documents. ▪ Prepare and manage reports, documents, and presentations. ▪ Update and maintain company databases. 		
Desired Skills	<ul style="list-style-type: none"> ▪ Good interpersonal skills and proven ability to work in a highly team-oriented environment. ▪ Proven ability to function in a fast-paced, project-based, environment. ▪ Solid knowledge on administrative procedures ▪ Excellent organizational and multitasking abilities. ▪ Strong communication skills, both written and verbal. 		

Interested applicants are requested to email us your applications with the following documents before 10:00 hrs on 15th October 2023 to careers@tradenet.com.mv

- Completed Job Application Form (attached)
- Passport Size Photo (Digital Copy)
- Scan of National ID card
- CV
- Scans of educational certificates
- Employment reference letters
- Police Report

Kindly note that only shortlisted candidates will be contacted for an interview.