

TERMS OF REFERENCE

Post: Marketing Interns

Reporting relationship: HOD

Gross Salary: MVR 270 per day worked

RESPONSIBILITIES AND DELIVERABLES

- Maintain lobby area and show flat (Experience Units)
- Coordinate, direct customers attending to view the show flats (Experience Units)
- Disseminate information about the housing unit to customers.
- Coordinate with immediate supervisor to manage and organize the flow of customers in and out of the premises.

REQUIREMENTS

- O'level or higher

SKILLS AND COMPETENCIES

- Customer friendly
- Fast learner
- Excellent verbal communication skill (Dhivehi)
- Positive Attitude
- Ability to think creatively & innovative.
- Experience with office management software such as MS Office (MS Excel & MS Word)