



We're **HIRING**

Assistant Officer, HR (Temporary) Reward & Policy/Compensations and Benefits

Qualifications:

- Minimum 3 "C" passes or above in GCE O' Level
- Proficient in computer usage and MS Office applications.
- Proficient in verbal and written communication (both English and Dhivehi).

Responsibilities:

- Assist in handling the Employee Insurance Scheme.
- Assist to coordinate with insurance company and ensuring that insurance reimbursement complete on time.
- Assist in Clarifying Policy issues among employees by communication.
- Assist providing loan application forms and collect.
- Assist Issuing reference letters
- Assist managing benefit policies.

DEADLINE: 1600HRS, 21st January 2019

***Interested Candidates, please send in your Job Application Form to
Corporate, Office, Maldives Airports Company LTD.***

Maldives Airports Company Limited
Corporate Office
Velana International Airport
Hulhule' 22000,
Republic of Maldives

Note: ONLY Short listed candidates will be notified.
For further information please do not be hesitated to contact us

Email: recruitment@macl.aero **Contact:** 3325511

Job application form will be available at www.macl.aero

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