



We're **HIRING**

Assistant Officer, Administrative

Ramp / Passenger Services / Terminal Services/ Lounges / Cargo/
Construction, Maintenance & Estate Management

Qualifications:

- Minimum 3 'C' Passes or above in GCE O'Level.
- Proficient in verbal and written communication (both English and Dhivehi)
- Competency in use of Microsoft Office will be an added advantage.

Responsibilities:

- Prepare and enter the duty roster of respective section's staff to Oracle application.
- Apply amendments concerning late fines, overtime and attendance of staff when necessary according to HR policies.
- Apply for Annual leaves of the staff through Oracle.
- Enter or update any other data as required through Oracle.
- Provide additional administrative support to section/ unit.

DEADLINE: 28th January 2019 - 1500HRS

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

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

36



18