

Terms of Reference

Post: Office Assistant- 1

Post Type: Full time

Reporting relationship: Reporting to the Operations Manager

Key tasks, responsibilities and deliverables:

- Dispatching of letters and documents
- Provide filing services, archiving and offer circulation of mail service within the office
- Perform work related errands as requested such as banking services
- Provide photocopying and document binding services as requested
- Provide administrative support to all the departments of the Corporation
- Keeping track of office supplies and orders
- Carry out miscellaneous administrative tasks

Requirements

- GCE O' Level with minimum 3 passes and pass in Dhivehi
- Experience in an office environment would be an added advantage
- Good command of written and spoken English and Dhivehi
- Good interpersonal and communication skills
- Should be able to work using Office software packages

Remuneration package

- Gross pay between MVR 5,000 – MVR 6,000

Working Hours

- The selected applicant will be required to work from 0800 to 1600 on weekdays.