

## JOB DESCRIPTION

### Job Summary:

Responsible for providing administrative support and assistance in the day-to-day management of Commercial Division and ensuring activities are aligned with the objectives of the company.

### Job Duties:

- Efficiently managing and overseeing the registration process of Maha Portal.
- Management and Administration of the Home-Based Food Producer Registry: Ensuring Compliance, Accuracy, and Accessibility of Information within the Registry.
- Develop and maintain Authentic Maldives supplier files, inventory file and all related correspondences
- Ensure confidentiality and security of Authentic Maldives files and filing systems
- Attend Authentic Maldives suppliers queries on a day-to-day basis and managing incoming and outgoing correspondences promptly
- Assist in maintaining and tracking the inventory of Authentic Maldives and ensure restocking needs are immediately attended to
- Manage the barcoding system and ensure the products are properly barcoded and packed before delivery to the outlets
- Assist in Authentic Maldives promotional activities with the projects and marketing team, when necessary
- Assist staff in arranging logistics to various locations
- Assist in the maintenance of Authentic Maldives outlets, coordinating with the relevant department to ensure renovations are carried out routinely
- Assist in all other administrative tasks related to Authentic Maldives including but not limited to, scheduling meetings, organizing and filing all documents, managing hotline for Authentic Maldives

### Additional Responsibilities:

Perform other work-related duties assigned by the Business Center Corporation.

### Work Location:

- Business Center Corporation Head Office