



We're **HIRING**

Assistant Officer, Administrative HRD/Facilitation

Qualifications:

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

Responsibilities:

- Process all activities related to staff uniforms
- Monitor and facilitate all activities related to general housekeeping
- Monitor and facilitate all activities related to staff rest areas
- Facilitate F&B activities related to staff events
- Facilitate Signage & name boards related to Department/Sections
- Manage HR Facilitation unit petty cash
- Process PR's, Move orders & Work requests related to HR Facilitation unit through Oracle
- Manage attendance & create duty rosters of HR Facilitation unit
- Assist in administrative works related to the unit

DEADLINE: 1500HRS, 15th October 2019

Interested Candidates, Please complete the online Job Application Form and upload CV and all relevant documents along with Police Report (3 months valid)

<https://form.jotform.me/92752759864475>

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

Online Application ONLY: <https://www.macl.aero/corporate/about/jobs>

Contact: 3325511

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