**JOB VACANCY**



HDC (161)-HR/IU/2019/137

10th October 2019

**Assistant Administrative Officer**

**Business Unit, Telecommunication Network**

**MINIMUM QUALIFICATION & REQUIREMENT**

1. A ‘Level 3 Passes (including Dhivehi & English) **OR**
2. O ‘Level 5 Passes (Including Dhivehi & English) with minimum 2 years’ relevant experience in the field

**OVERALL SCOPE**

Perform a variety of administrative and clerical task

**SCOPE OF WORK**

* Organize and schedule appointments and take detailed minutes
* Correspondence management
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Update and maintain department policies and procedures
* Order supplies and research new deals and suppliers
* Maintain contact lists
* Manage travel arrangements of the unit
* Submit and reconcile expense reports

**JOB SKILLS AND SPECIFICATIONS**

* Knowledge of office management systems and procedures
* Should be an effectual communicator verbally as well as through writing skills (Dhivehi and English)
* Proficient with Microsoft office package
* Strong organizational skill and ability to multi-task
* Should be able to prioritize tasks and manage one's own time effectively.
* Familiar with office equipment
* Prior experience carrying out administrative tasks

**SALARY PACKAGE:**

Gross Salary between 10,800.00 to 12,000.00 based on qualification and experience.

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**Application Address**

Housing Development Corporation Ltd.

HDC Building

 Ground Floor

Phone: +960 3353535

Fax: +960 3358892

Email: hr@hdc.com.mv

Website: [www.hdc.com.mv](http://www.hdc.com.mv)

**Application Process:**

Download ([www.hdc.com.mv](http://www.hdc.com.mv/downloads/corporate.php) ) or pick up an Application Form from our offices and submit completed application form with your CV, copies of accredited certificates, Job reference letters, **Police Report** and ID card or Driver’s License copy

**Application Deadline: Date: 17th October 2019 (Thursday) Time: 14:00hrs**