



HDC(161)-HR/IU/2019/172
2nd December 2019

JOB VACANCY

Interns (Locals only)
Real Estate Management Department

No of Vacancies: 08 (Eight)

Contract Period: 1 month

Working Hours: 08:30-15:30hrs

Location: Male'

QUALIFICATION & EXPERIENCES

- 5 O'Level passes / 2 A'Level passes

KEY JOB RESPONSIBILITIES

- Conduct the residential survey and record the data captured.
- Enter data into Microsoft Excel database.

REQUIRED SKILLS

- Good Proficiency in English and Dhivehi.
- Ability to deliver effective results, meet tight deadlines and targets.
- Should be an effectual communicator verbally as well as through writing skills.
- Excellent proficiency in Microsoft Excel, Word, Outlook.
- Good people skills.

PAY PACKAGE:

- **Basic Salary:** MVR 200 per working day.
- **Other Allowances:** MVR 95 per working day.

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

Application Process:

Download (www.hdc.com.mv) or pick up an Application Form from our offices and submit completed application form with your CV, copies of accredited certificates, Job reference letters and ID card or Driver's License copy

Application Deadline:

Date: 08th December 2019 (Thursday)

Time: 12:00hrs