

JOB VACANCY

HDC(161)-HR/IU/2019/183
30th December 2019

**Assistant Estate Officer
Business Development, Sales & Marketing****MINIMUM QUALIFICATION & REQUIREMENT**

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

OVERALL SCOPE

Carrying out the work of allocating land and properties, enforcing the agreements in cooperation with other Departments, and maintaining complete and accurate records of all property holdings

SCOPE OF WORK

- Managing property management related issues under the guidance of HOD/HOS.
- Maintaining records of the service contracts and taking necessary actions accordingly on a timely manner.
- Conducting property usage and tenant performance surveys and preparing reports accordingly.
- Allocation of property holdings as per company policies.
- Preparing bidding documents for lease and sale of property holdings.
- Preparing sale plans and necessary documents to carryout sale process.
- Preparing, managing and updating databases relevant to the Section.
- Dealing with updates and managing daily correspondences assigned.
- Liaising with other Departments in carrying out works relevant to the Section.

JOB SKILLS AND SPECIFICATIONS

- Event Management skills.
- Should be able to work in the field.
- Should possess good customer relation skills.
- Should be well organized, detail-oriented, forward thinking and proactive.
- Discretion and need for Confidentiality.
- Should be familiar with Microsoft office package.

SALARY PACKAGE:

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

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, **Police Report** and ID card or Driver's License copy

Application Deadline:**Date: 08th January 2020 (Wednesday)****Time: 14:30hrs**