

IUL:E2/IL/2026/07

**Assistant Customer Relations Officer (X 2)**

**Requirement / Qualifications:**

- Completed GCE O'level (minimum 3 passes including English) OR
- Minimum 2 Years of experience in a related field

**Employment Type:** Contract (1 year)

**Key responsibilities:**

- Provide customer service and handle passenger inquiries through the 24/7 call centre.
- Update flight information on the airport website and manage FIDS systems.
- Coordinate services for Business Class, VVIP, VIP, CIP, and other special-category passengers.
- Handle information related to private jet and general aviation movements.
- Report and follow up on terminal maintenance and technical issues.
- Perform other duties related to customer relations and operations.

**Skills and Attributes:**

- Be self-motivated and a team player.
- Must have a positive attitude and great customer service skills.
- Be able to handle irate and disgruntled customers.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude.
- Able to work shifts including nights, weekends, holidays, and varying schedules.
- Be able to work extended shifts when required due to varying flight schedules, manpower shortage and seasonal needs.

**Benefits**

- Basic Salary: MVR 6,080/-
- Service Allowance: MVR 3,450/-
- Additional Benefits will be paid as per company policy.

**To be attached with the Curriculum Vitae:**

Addu International Airport Pvt. Ltd.'s Job Application Form. (The form can be downloaded from our website)

Photocopy of the applicant's National Identity Card.

Passport size photo of the applicant.

Educational certificate photocopies.

Reference letter

Police report (not less than 4 months from the date of issuance)

***Deadline: 14<sup>th</sup> June 2026***

***Interested candidates may submit their applications online through the following link***

***<https://jobs.ganairport.com/>***