

TERMS OF REFERENCE FOR EXECUTIVE ASSISTANT

Post: Executive Assistant
Department: Administration Department
Gross Salary: MVR 16,000 – 18,000
Reporting relationship: Reports to the HOD

RESPONSIBILITIES AND DELIVERABLES:

1. Prepare and provide timely management reports, presentations and documentation.
2. Manage correspondence of the department and flow of information in a timely and accurate manner.
3. Maintain management calendar to schedule and coordinate all appointments for the Managing Director.
4. Attend meetings as required and prepare minutes in a timely manner.
5. Assist the department in daily appointment schedules, planning and travel related matters.
6. Receive guests and customers for meetings and communicate with them as required.
7. Screening phone calls, enquiries and requests and handling them when appropriate.
8. Perform other tasks related to the work of the corporation assigned by Supervisor.

REQUIREMENTS

- MQA level 7 qualification in Business Administration or Management or any other relevant field with 1-3 years of professional work experience in the related areas.
- MQA level 5 qualification in Business Administration or Management or any other relevant field with over 5 years of professional work experience in the related areas.
- Experience in the related areas including office administration, management, support and coordination.

COMPETENCIES

- Experience with office management software such as MS Office and MS Projects.
- Good communication, presentation and writing skills in both English and Dhivehi.
- Must be able to work independently, be reliable and organized while maintaining discretion and confidentiality.
- Proven outstanding quantitative skills, decision-making skills, analytical and problem-solving skills.
- Exceptional Interpersonal Skills with outstanding organizational and time management Skills.



APPLICATION FORM FOR EMPLOYMENT

Applicant's
passport size
photo

1. Job Details	
Applied position:	
Announcement Reference:	

2. Applicant's Details			
2.1. Full Name:			
2.2. Permanent Address:		2.7. Date of Birth:	
2.3. Current Address:		2.8. Age:	
2.4. ID Card Number:		2.9. Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>
2.5. E-mail Address:			
2.6. Mobile Number:			

3. Educational Qualification					
G.C.E Ordinary Level and S.S.C Results			G.C.E. Advanced Level and H.S.C Results		
Subject	Grade	Year	Subject	Grade	Year

Higher Educational Qualification					
Program	Level	From	To	Institute/ Country	

4. Employment History			
Designation	Office	From	To

5. Applicant's Declaration

I declare that all information provided in this application is accurate and complete. I understand that false, misleading, incomplete or omitted information could lead to the invalidation of my application.

Applicant's Signature:

Date:

Documents to submit: (Please check if the following documents have been included)

- 1. Curriculum Vitae (CV)
- 2. Educational Certificates (Accredited and Attested copies)
- 3. Copy of National ID card
- 4. Job Reference Letters (Previous/current employment)
- 5. Police Report (On request prior to finalizing of employment)
- 6. Portfolio (if applicable)

Please submit completed application form, with relevant supporting documents addressed to:

HUMAN RESOURCES,
Fahi Dhiriulhun Corporation
8th Floor, H. Orchid
20095, Ameeru Ahmed Magu,
K. Malé, Republic of Maldives.