

JOB DESCRIPTION

Job Summary:

Responsible for providing administrative support and assistance in the day-to-day management of the Commercial Division and ensuring activities are aligned with the objectives of the company.

Job Responsibilities:

- Develop and maintain supplier records, inventory files, and all related correspondences.
- Ensure confidentiality and security of files and filing systems.
- Attend supplier queries related to commercial activities and promptly manage incoming and outgoing correspondences.
- Assist in maintaining and tracking the inventory of Authentic Maldives and addressing restocking needs promptly.
- Assists with barcoding and packaging supplier products for Authentic Maldives before delivery to outlets.
- Collaborate with projects and the marketing team to support the promotion of commercial activities as needed.
- Assist staff in arranging logistics to various locations.
- Coordinate with relevant departments to ensure the proper maintenance and routine renovations of commercial outlets.
- Assist in all other administrative tasks related to commercial activities including but not limited to, scheduling meetings, organizing and filing all documents.

Additional Responsibilities:

- Perform other duties as assigned which are in the best interest of the Company