



TradeNet Maldives Corporation Limited
C10472019

TradeNet Maldives Corporation Limited

H. Palmeyra, 3rd Floor
Sosun Magu, Male' 20069
Republic of Maldives

TEL: 333 5 777

Job Opportunity

Post	Admin & HR Officer (Full Time)	Reference	IUL/TMCL-HR/2020/04
No of positions	01		
Remuneration	As per qualifications and experience of candidate		
Scope of Work	<ul style="list-style-type: none">• Assist in managing administrative work, as assigned by the HOD and the management• Distribute and store correspondence (e.g. letters, emails and packages)• Manage and update Admin and HR databases• Help in payroll management, preparation and payment• Assist in posting job ads on careers pages and processing received resumes• Assist in procurement procedure of items required for the office and its activities		
Education	<ul style="list-style-type: none">• Minimum 3 'C' grade passes on O' Levels Standard		
Desired skills and Work experience	<ul style="list-style-type: none">• Hold a valid Maldivian motorcycle driving license• Proven work experience as an Administrative Officer, HR Officer, HR & Admin Officer or similar role will be an added advantage• Solid knowledge of office procedures• Experience with office management software like MS Office (MS Excel and MS Word, specifically)• Excellent written and verbal communication skills• Pleasant personality with ability to work in teams, and individually delivering results with minimum supervision and challenging circumstances		

Interested applicants please send us your applications with a complete CV, scan copy of related certificates and ID card before 1230hrs on 20th February 2020 to: careers@tradenet.com.my

Only shortlisted candidates will be called for an interview