

JOB OPPORTUNITY – ADMIN AND HR ASSISTANT

ANNOUNCEMENT NO. MFMC/I/2020/05

We are currently seeking for well qualified & highly-motivated individuals to join Maldives Fund Management Corporation Limited.

Job Title	Administrative and Human Resources (HR) Assistant
No. of Vacancies	01
Employment Type	Permanent
Responsibilities	<p>As instructed by the relevant reporting officer:</p> <ul style="list-style-type: none"> Organize and manage schedules and calendars for staff, managers, and senior-level officers. Receive and process communication channels, including email, phone, and physical documents. Ensure functionality of necessary office equipment, and requisitioning new equipment and supplies as needed. Assist in organizing events, including ordering materials and requisitioning meeting spaces. Carry out administrative duties such as filing, typing, copying, binding, scanning etc. Organize work travel arrangements for employees. Cover the reception desk when required. Maintain computer and manual filing systems. Reply to email, telephone or face to face enquiries. Attend to telephone calls. Manage staff appointments. Manage HR Employee Attendance and Leave Management. Prepare payroll and personnel databases. Assist in drafting job specifications, creating job adverts, analyzing CVs, interviewing, drafting contracts. Arrange termination/resignation of personnel. Prepare and update personal files of the employees. Any other Administrative/HR assignments relevant to the job.
Remuneration	MVR 8,000 – MVR 12,000
Qualification and Experience	Required: A ' Level / Diploma
Knowledge and Skills	<ul style="list-style-type: none"> Fluent in English and Dhivehi (reading, writing and speaking) Prior experience in recruitment process will be an added advantage Dynamic personality and able to multi-task Excellent communication and interpersonal skills Proven ability to work effectively in a team environment Problem solving skills and demonstrate strategic thinking Basic Microsoft Office

Documents for Application	Curriculum Vitae Academic Certificates (attested) National Identity Card Police Report Reference letter (s)
Deadline	Deadline for Application: 15:00 hrs 12 March 2020 For further clarification please contact +960 3316362 or email to info@mfmc.mv Apply to: 9A H. Orchid Ameer Ahmed Magu Male, Republic of Maldives 02 March 2020