بسم الله الرحمن الرحيم

ADDU INTERNATIONAL AIRPORT

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Addu International Airport Pvt Ltd

Registration number: C-0165/2011

IUL:E2/IL/2026/27

Head of Inventory & Fixed Asset Management (X 1)

Requirement / Qualifications:

- Bachelor's degree in Accounting and Finance, or a related discipline.
- Minimum of one years of relevant experience in a related field.

Employment Type: Contract (1 year)

Key responsibilities:

- Lead and supervise the Inventory Management Unit (Material Management) under the Finance & Accounts Department.
- Ensure all inventory transactions are processed accurately and promptly in SAP, including goods receipts, material issues, returns, transfers, adjustments, and stock movements.
- Ensure material requests submitted by user departments through the company's internal software are properly reviewed, authorized, and processed in accordance with approved procedures.
- Coordinate with the Procurement Department to ensure approved material requests are converted into appropriate procurement requests and orders through the established SAP workflow.
- Maintain accurate inventory records and ensure consistency between physical stock, SAP balances, and financial records.
- Establish and monitor minimum and maximum stock levels, reorder levels, safety stock, and slow-moving or obsolete inventory.
- Conduct regular cycle counts and periodic physical stocktakes, investigate discrepancies, and recommend corrective action.
- Ensure proper receipt, inspection, identification, storage, preservation, and issuance of materials, spare parts, consumables, and other inventory items.
- Monitor inventory aging, stock utilization, expired or damaged items, and excess stock, and recommend appropriate action.
- Ensure proper segregation of duties and compliance with approved authorization limits for inventory transactions.
- Prepare monthly inventory reports covering stock balances, movements, discrepancies, aging, and other relevant indicators.
- Ensure proper documentation and audit trails are maintained for all inventory transactions.

Skills and Attributes:

- Strong understanding of inventory control, fixed asset accounting, and reconciliation procedures.
- Good knowledge of accounting principles and applicable financial reporting standards.
- Practical knowledge of SAP inventory and fixed asset processes.
- Strong analytical, problem-solving, and reporting skills.
- Excellent organizational and documentation skills.
- Ability to establish procedures, monitor compliance, and implement corrective action.
- Strong leadership, communication, and stakeholder coordination skills.
- High standards of integrity, confidentiality, accountability, and professional ethics.
- Proficiency in Microsoft Excel and other relevant reporting tools.

Benefits

- Basic Salary: MVR 10,700/-
- 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: 12th November 2026
Interested candidates may submit their applications online through the following link
https://jobs.ganairport.com/