بسم الله الرحمن الرحيم

ADDU INTERNATIONAL AIRPORT

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Addu International Airport Pvt Ltd

Registration number: C-0165/2011

IUL:E2/IL/2026/35

Assistant Officer, Administration (X 1)

Requirement / Qualifications:

- Minimum 3 passes in GCE O'Level OR
- One year experience in a related field

Employment Type: Contract (1 year)

Key responsibilities:

- Act as the front line officer, attending to walk in customers, identifying the nature of their enquiries and providing appropriate directions and information.
- Support the Company's first-level communication by screening and directing telephone calls and emails to the appropriate personnel or departments.
- Ensure that customers' (both internal and external) requests and enquiries are addressed promptly and efficiently.
- Update relevant information in the database and maintain and organize filing records.
- Prepare, type and proofread official letters, memoranda, notices and reports as required by the Manager, Administration.
- Receive, record, sort and distribute incoming and outgoing mail, courier items and correspondence in a timely manner.
- Raise requests with the Administration Department as required.
- Assist in arranging meetings, travel, accommodation and logistical arrangements for staff and visitors, and prepare and circulate meeting minutes when required.
- Coordinate with other departments and external parties on administrative matters and follow up on outstanding actions.
- Assist in maintaining office facilities and report maintenance issues to the relevant sections.
- Handle confidential information with discretion and ensure compliance with company policies, procedures, and airport safety and security requirements.
- Perform any other related duties as assigned.

Skills and Attributes:

- Excellent verbal and written communication skills.
- Good interpersonal and customer service skills.
- Good organizational and time management skills.
- Ability to multitask, prioritize tasks and work under pressure.
- Proficiency in Microsoft Office applications (Word, Excel and Outlook).
- Strong attention to detail and accuracy in handling records and correspondence.
- Ability to handle enquiries, resolve routine issues and direct matters to the appropriate personnel.
- Good coordination, follow-up and administrative skills.
- Ability to maintain confidentiality and exercise discretion.
- Professional attitude, positive approach and willingness to learn.

Benefits

- Basic Salary: MVR 6,080/-
- 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: 26th November 2026
Interested candidates may submit their applications online through the following link
https://jobs.ganairport.com/

Building no. 100, Gan, Addu City, 19070 , Republic of Maldives
Tel: (960) 6898010 / 6898515,
E-mail: info@ganairport.areo, website : www.ganairport.com

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