

**JOB VACANCY**

HDC(161)-HR/IU/2020/155  
1<sup>st</sup> September 2020

**Assistant Maintenance Officer  
Real Estate Management****MINIMUM QUALIFICATION & REQUIREMENT**

1. A 'Level 3 Passes **OR**
2. O 'Level 5 Passes (Including Dhivehi & English) with minimum 2 years' relevant experience in the field.

**JOB LOCATION**

Male'

**OVERALL SCOPE**

Responsible for carrying out the administrative tasks of the section under the guidance of supervisor.

**SCOPE OF WORK**

- Prepare and monitor staff attendance in accordance with the set policies.
- Prepare and monitor overtime of staff including the reports required by HR Department.
- Prepare and maintain all documentation related to building maintenance and defects including letters, reports, forms, permits, stocks and other records which are needed for the proper functioning of the section.
- Provide necessary administrative support in inspecting of grounds, facilities, and equipment routinely to determine necessity of repairs or maintenance.
- Controls and maintain the section stock and assist in preparing plans/ budgets for proper functioning of the Maintenance and Defects related works.
- Provide necessary administrative support in investigating maintenance and defects related complaints, disturbances and violations and resolve problems following management rules and regulations.
- Provide necessary administrative support in issuing permits for building modifications and improvements sought by tenants as per company policies.
- Assist in planning, scheduling, and coordinating general maintenance, major repairs, and remodeling or construction projects for commercial or residential properties with the direction of supervisor.
- Assist in organizing and monitoring events / functions initiated by HDC.
- Travel to or reside in any island chosen by the management for the purpose of conducting or preparing for projects undertaken by HDC with all the above duties and responsibilities.

**JOB SKILLS AND SPECIFICATIONS**

- Ability to manage and instruct the construction crew and other team members.
- Knowledge of Microsoft Office programs such as Outlook, PowerPoint, Word and Excel.
- Knowledge of Administration and Clerical work.
- Should be an effective communicator verbally as well as through writing skills.
- Strong interpersonal skills
- Should be able to work as an individual and as a flexible team player.

**SALARY PACKAGE:**

Gross Salary between 10,800.00 to 16,500.00 based on qualification and experience.

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**Application Process:**

Send the Job application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/lmkjot>). For any additional queries please contact to 3355305.

**Application Deadline:**

**Date: 8<sup>th</sup> September 2020 (Tuesday)**

**Time: 14:00hrs**