

JOB VACANCY

HDC (161)-HR/IU/2020/298
17th December 2020

Telecom Coordinator
Business Unit, Telecommunication Network

MINIMUM QUALIFICATION & REQUIREMENT

1. Degree or MNQF Level 7 Qualification in Business Administration or Project Management with minimum 2 years' experience in relevant field (**OR**)
2. Advanced Diploma or MNQF Level 6 Qualification in Business Administration or Project Management with minimum 4 years' relevant experience in the field.

OVERALL SCOPE

Responsible to perform a variety of department administrative and project related works.

SCOPE OF WORK

- Develop project schedules, plans, and processes, and ensure they live up to Organization standards.
- Create routine project and progress reports.
- Adhere to a budget and expenditure plan.
- Perform necessary administrative work for the department. Update databases and documentation.
- Organize and schedule appointments
- Write and distribute email, correspondence memos, letters, faxes and forms
- Update and maintain department policies and procedures
- Provide general support to visitors
- Manage and coordinate department procurement.
- Act as the point of contact for internal and external clients

JOB SKILLS AND SPECIFICATIONS

- Proven experience in similar field
- Familiarity with industry applications and interfaces associated.
- Knowledge of office management systems and procedures
- Should be an effectual communicator verbally as well as through writing skills (Dhivehi and English)
- Proficient with Microsoft office package (MS Excel, MS Office and MS PowerPoint, in particular)
- Strong organizational skill and ability to multi-task
- Excellent time management skills and the ability to prioritize work
- Familiarity with industry applications and interfaces associated.

SALARY PACKAGE:

Gross Salary between 16,250.00 to 18,125.00 based on qualification and experience.

.....

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/uoouwi>). For any additional queries please contact to 3355305.

Application Deadline:**Date: 23rd December 2020 (Wednesday)****Time: 14:00hrs**