



JOB DESCRIPTION

Job Summary:

Responsible for providing administrative support and assistance in the day-to-day management of Authentic Maldives outlets and ensuring activities are aligned with the objectives of the company.

Minimum Requirements:

Minimum 2 “D” passes in A’ Level and minimum “C” pass in English and Mathematics in IGCSE or equivalent qualification

Job Tasks:

- Develop and maintain Authentic Maldives supplier files, inventory file and all related correspondences
- Ensure confidentiality and security of Authentic Maldives files and filing systems
- Attend Authentic Maldives suppliers queries on a day-to-day basis and managing incoming and outgoing correspondences promptly
- Assist in maintaining and tracking the inventory of Authentic Maldives and ensure restocking needs are immediately attended to
- Manage the barcoding system and ensure the products are properly barcoded and packed before delivery to the outlets
- Assist in Authentic Maldives promotional activities with the projects and marketing team, when necessary
- Assist staff in arranging logistics to various locations
- Assist in the maintenance of Authentic Maldives outlets, coordinating with the relevant department to ensure renovations are carried out routinely
- Assist in all other administrative tasks related to Authentic Maldives including but not limited to, scheduling meetings, organizing and filing all documents, managing hotline for Authentic Maldives

Additional Responsibilities:

- Perform other work related duties assigned by the Business Center Corporation