

JOB VACANCY

HDC(161)-HR/IU/2021/92
21st February 2021

Assistant Cashier
Accounting and Finance Department

MINIMUM QUALIFICATION & REQUIREMENT

1. A'Level (**OR**)
2. O'Level minimum 2 years' experience in as Cash Handling or Cash Management and PC based software applications will be an added advantage.

LOCATION

Thilafushi

OVERALL SCOPE

Assist in Cash Management of the Corporation.

SCOPE OF WORK

- Represent HDC to clients in a courteous and professional manner.
- Shall work in cash counter as cashier and handle collection of cash cheques on daily basis.
- Provide prompt, efficient and accurate service in processing requests and transactions.
- Determine clients' online and cash management needs, explain various services offered by HDC, and process applications related to cash management, online banking, and merchant services.
- Monitor collection activities through HDC email.
- Analyze, prepare and present analyzed Individual account statements.
- Resolve client complaints and inquiries; maintain contact with clients through telephone or writing, as required.
- Ensure daily collection is Banked and Proper security is maintained.
- Complete reports related to banking transactions; Bank Reconciliation, Daily Report for Cash/ Cheque/ Online/Bill Pay etc.

JOB SKILLS AND SPECIFICATION

- Familiar with cash management
- Should be familiar with Microsoft office package and any other work relevant software.
- Should be able to work as an individual and as a flexible team player
- Strong communication skills (verbal as well as written)
- Should be able to priorities tasks and manage one's own time effectively
- Strong interpersonal skills

SALARY PACKAGE:

Gross Salary of MVR. 12000.00

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

Application Deadline:

Date: 28th February 2021 (Sunday)

Time: 14:00hrs