

JOB VACANCY

HDC(161)-HR/IU/2021/93
21st February 2021

Customer Relations Representative
Corporate Affairs, Administration & ICT Department

MINIMUM QUALIFICATION & REQUIREMENT

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

OVERALL SCOPE

Providing a substantial platform to customers and communicate with them in a professional and inured manner in order to enable the company to enhance its larger strategic vision and common business objectives including customer retention, efficiency and problem resolving by ensuring its strong customer base.

SCOPE OF WORK

- Serve as the face of the company, offering friendly service to those entering the building.
- Handle customer inquiries, complaints and other issues respectfully and professionally.
- Receiving and recording incoming documents/ mails.
- Ensuring all emails are received and attended.
- Communicate and coordinate effectively with internal departments.
- Archive all incoming documents to the system, preparation of delivery sheets and timely distribution of documents/mails to relevant departments.

JOB SKILLS AND SPECIFICATIONS

- Able to read and interpret engineering drawings, diagrams and specifications.
- Should be effectual communicator verbally as well as through writing skills.
- 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. 12,000.00
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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/sj1uv7>). For any additional queries please contact to 3355305.

Application Deadline:

Date: 28th February 2021 (Sunday)

Time: 14:00hrs