



JOB VACANCY

HDC(161)-HR/IU/2021/125
2⁴th March 2021

Intern

Real Estate Management Department

No of Vacancies: 20

Contract Period: 4 months

Working Hours: Shift Duty

Location: Hulhumale'

MINIMUM QUALIFICATION & REQUIREMENT

- Completed O'Level (or) A'Level

KEY JOB RESPONSIBILITIES

- Providing necessary assistance and support in agreement preparation/signing and flat allocation process.
- Entering data into Microsoft Excel database.
- Providing necessary information for customers.
- Providing any other administrative support required.

REQUIRED SKILLS

- Good Proficiency in English and Dhivehi.
- Ability to deliver effective results, meet tight deadlines and targets.
- Should be an effectual communicator verbally as well as through writing skills.
- Excellent proficiency in Microsoft Excel, Word, Outlook.
- Good people skills.
- Should be able to work in the field.

PAY PACKAGE

- **Basic Salary:** MVR 200 per working day.
- **Other Allowances:** MVR 95 per working day.

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/n3gl0x>). For any additional queries please contact to 3355305.

Application Deadline:

Date: 31st March 2021 (Wednesday)

Time: 14:00hrs