

JOB VACANCY

HDC(161)-HR/IU/2021/145
31st March 2021

Administrative Officer Thilafushi & Gulhifalhu Operations

MINIMUM QUALIFICATION & REQUIREMENT

1. Diploma or MNQF Level 5 Qualification in relevant field with minimum 2 years' experience in relevant field. **(OR)**
2. O'Level or MNQF Level 3 Qualification in relevant field with minimum 8 years' experience in relevant field.

LOCATION

Thilafushi

SCOPE OF WORK

- Supervise and coordinate overall administrative activities of site.
- Assist in the preparation of regularly schedule report by gathering information and progress of projects carried out by the department.
- Dealing with daily correspondence and handling all the incoming and outgoing documents in a proper manner.
- Prepare and monitor attendance and overtime of staff including the reports.
- Supervise the maintenance of office equipment, including copier, fax machine, etc.
- Maintain effective telephone and mail communications both internally and externally to maintain professional image.
- Keep inventory of stationaries, equipment and other relevant items assigned to the section.
- Manage the administration and maintenance of records and databases accurately and efficiently.

JOB SKILLS AND SPECIFICATIONS

- Knowledge of Administration and Clerical work.
- 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.
- Discretion and need for Confidentiality.
- Ability to manage multiple projects and work to tight deadlines.

SALARY PACKAGE:

Gross Salary between 12,500.00 to 16,250.00 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/x7o4wd>). For any additional queries please contact to 3355305.

Application Deadline:

Date: 06th April 2021 (Tuesday)

Time: 14:00hrs