

JOB OPPORTUNITIES



Fuel supplies Maldives Pvt Ltd. is dedicated to maintain it's position as a leader in providing quality Fuel products and related services to business, community and individuals through a highly trained staff while maintaining the obligation of the society. We are looking for talented and enthusiastic individuals who can ensure highest level of service and standard which our customers can rely.

Ref No: FSM-ADV-2021/024

Junior Officer - HR

- Duties:**
- Support the development and implementation of HR initiatives
 - Be actively involved in recruitment and performance management function.
 - Coordinate with supervisor and complete daily tasks
 - Maintain, monitor and update HR Information Systems

Qualification: - O'Level 4 Passes. Certificate or experience in relevant field will be an added advantage.

- Requirements:**
- Knowledge of HR functions
 - Understanding of labor laws and disciplinary procedures
 - Outstanding organizational and time-management abilities
 - Must be proficient in MS Office.
 - Hard working and pleasant personality.

Gross Salary: MVR 8,000 - 9,000

Junior Officer - Sales & Marketing

- Duties:**
- Attending customer calls
 - Attending to customer purchase orders and arranging deliveries
 - Coordinating with logistics department to do deliveries

Qualification: - O'Level 4 Passes. Certificate or experience in relevant field will be an added advantage.

- Requirements:**
- Outstanding organizational and time-management abilities
 - Able to work long hours
 - Must be proficient in MS Office (PowerPoint & Excel)
 - Hard working and pleasant personality
 - Excellent writing in Dhivehi & English language

Gross Salary: MVR 8,000 - 9,000

Applications

Interested applicants are invited to submit Application form with Certificates, Police Report, Recent PP photo along with any reference letters to hr@fuelmaldives.net by **09th June 2021** before 14:00 hrs. Application forms will be available from our website (<http://fuelmaldives.com/Home/Downloads>)
Applications sent by mail must contain the advertisement number on the subject.

Human Resources
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