

## Job Opportunity

<b>Post</b>	Administrative Officer	<b>Reference</b>	TradeNet-CS/J/2021/12
<b>No of positions</b>	01		
<b>Remuneration</b>	Based on qualification and experience		
<b>Overview</b>	We seek an energetic professional with significant experience in handling a wide range of administrative support related tasks and being able to work independently under administrative challenges.		
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"><li>• Minimum 3 'C' grade passes on O' Levels Standard</li><li>• 2 + years' experience in a related field</li></ul>		
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Provide administrative assistance to Human Resources and Administration Manager.</li><li>• Ensure functionality of necessary office equipment and requisitioning new equipment and supplies as needed.</li><li>• Assist in procurement procedure of items required for the office and its activities.</li><li>• Compare and evaluate offers from vendors.</li><li>• Track orders and ensure timely delivery.</li><li>• Maintain updated records of purchased products, delivery information and invoices.</li><li>• Conferring with accounting department to help make payments, process incoming invoices, and verify receipts.</li><li>• Monitor stock levels and place orders as needed.</li></ul>		

Interested applicants are requested to email us your applications with the following documents before 1400hrs on 8<sup>th</sup> July 2021 to [careers@tradenet.com.mv](mailto:careers@tradenet.com.mv)

- Completed Job Application Form (<https://tradenet.com.mv/applicationform>)
- CV
- Scan of National ID card
- Scans of educational certificates
- Employment reference letters
- Police Report