

JOB VACANCY

HDC(161)-HR/IU/2021/371
08th August 2021

Intern

Real Estate Management / Project Management & Development

Contract Period: 1 month

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/handover process.
- Providing necessary assistance and support in flat modification approval process and field inspection.
- Entering data into Microsoft Excel database.
- Scanning, filing and archiving documents.
- Providing necessary information for customers.
- Providing any other administrative support required.

REQUIRED SKILLS

- Should be able to work in the field.
- Preferably a Driving license holder and own a vehicle.
- Should be able to work long and odd hours.
- Good people 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.

PAY PACKAGE

- **Basic Salary:** MVR 200.00 per working day.
- **Other Allowances:** MVR 95.00 per working day.

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Application Process:

Send the 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/69gs9t>). For any additional queries please contact to 3353535.

Application Deadline:

Date: 12th August 2021 (Thursday)

Time: 14:00hrs