

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-2021/029

Junior Officer - Engineering

- Duties:**
- Preparing & Maintaining documentation
 - Compose/prepare documentation, evaluate incoming & outgoing documents respectively
 - Coordinate with supervisor and complete daily tasks
 - Screening & Handling phone communication and dealing with administrative queries

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

- Requirements:**
- Outstanding organizational and time-management abilities
 - Must be proficient in MS Office
 - Hard working and pleasant personality.
 - Able to work long hours

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 **12th August 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
Fuel Supplies Maldives Pvt Ltd.
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26 Boduthakurufaanu Magu
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