

## JOB VACANCY

HDC(161)-HR/IU/2021/485  
16<sup>th</sup> September 2021

### Intern

**No of Vacancies:** 30  
**Contract Period:** 1 month  
**Location:** Hulhumale'

#### MINIMUM QUALIFICATION & REQUIREMENT

- Completed Grade 10
- Able to work in the field.

#### JOB SCOPE

Responsible to provide assistance in completing the ongoing Projects of the Corporation.

#### KEY JOB RESPONSIBILITIES

- Providing necessary assistance and support in flat modification approval process.
- Assisting in field inspection works.
- Assisting in completion of urgent rectification works.
- Assisting in sales related activities of the Corporation which includes site visits.
- Entering data into the database.
- Scanning, filing and archiving of documents.
- Attending to inbound and outbound calls professionally and in a timely manner.
- Providing necessary informations to solve customer complaints, inquiries and other issues.
- Providing any other administrative support as required.

#### REQUIRED SKILLS

- Preferably a Driving license holder and own a vehicle.
- Should be able to work long and odd hours.
- Good people skills and customer-oriented 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.

#### 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/auwk2a>). For any additional queries please contact to 3353535.

**Application Deadline:**

**Date:** 21<sup>st</sup> September 2021 (Tuesday)

**Time:** 14:00hrs