

Join our team

Shape the Future with Us



Ref: 116-K2/IL/2021/118

Vacancy
01

Assistant Officer, Procurement

Finance Department

Maldives Airports Company Limited is seeking to recruit a talented and qualified individual to the position of Assistant Officer, Procurement at our Finance Department. The successful candidate will be responsible to carry out the procurement process from start to end in an efficient and effective manner.



Key Responsibilities

- Carry out the whole procurement process for the assigned Purchase Requisitions (PRs) from start to total completion as per the laws, Company Policies and SOPs.
- Prepare and send Request for Quotation (RFQ)/ Request for Proposal (RFP) to vendors and follow-up.
- Process and summarize received quotations/offers, seek technical approvals & process its evaluation.
- Evaluate summaries, process approvals, negotiate and issue Purchase Orders (POs) / contracts.
- Follow up of handling POs/ contracts/ projects for its deadlines/delivery, payments and closing.
- Communicate effectively and efficiently with vendors, PR requesting/user departments and all other concerned stakeholders for a smooth and effective procurement process.
- Manage time efficiently and ensure all assigned PRs/ tasks deadlines are met.
- Provide administrative support to required respective committees, meetings and belonging section.
- Keep record of all PRs handled in an up-to-date register.



Qualification & Experience

Essential

- GCE A'Level standard.

Preferred

- Work experience in a related field.
- Knowledge of Oracle ERP system and its Procurement module.



Benefits

- Competitive Salary
- Free motorcycle parking
- Study loan scheme for children
- Health Insurance
- Staff Gym Facilities
- Staff Development Scheme
- Free Transportation
- Staff Loan Scheme

Interested Candidates, please complete the online Job Application Form and upload CV & all relevant documents along with Police Report (3 months valid) via <https://www.macl.aero/corporate/about/jobs>

Deadline 1500hrs, 18 October 2021

Note: Only short listed candidates will be notified for interview.

For further information please do not hesitate to contact us +960 3325511

Maldives Airports Company Limited | Corporate Office | Velana International Airport | Hulhulé 22000 | Republic of Maldives



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