

# Join our team

## Shape the Future with Us



Ref: 116-K2/IL/2021/130

Vacancy  
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### Assistant Officer, Administrative

AAMS/ Fuel Services

Maldives Airports Company Limited is seeking to recruit talented and qualified individual to the position of Assistant Officer, Administrative at our Fuel Services. The successful candidate will be responsible to provide day to day administrative support to help them achieve operation in compliance to high standards and product quality of Velana International Airport (VIA).



Key  
Responsibilities

- Oversea daily sales entry, fuel stock, capex & note for approval.
- Provide administrative support to operational and senior management team.
- Assist in updating the policies and procedures of fuel services.
- Cost effective management of the operation.
- Arrange meetings according to instructions and take meeting minutes.
- Manage and organize filing system by ensuring all documents are filed in a systematic manner.



Qualification &  
Experience

#### Essential

- GCEA' Level standard.
- Minimum 1 year experience in a related field.

#### Preferred

- Certificate in Business Administration or in a related field.



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, 28 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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