

JOB VACANCY

HDC (161)-HR/IU/2021/576

14th November 2021**Executive Secretary**
Executive Bureau**MINIMUM QUALIFICATION & REQUIREMENT**

1. Bachelor's Degree or MNQF Level 7 Qualification in relevant field (**OR**)
2. Advance Diploma or MNQF Level 6 Qualification in relevant field with minimum 2 years' relevant experience in the field (**OR**)
3. A'Level 3 passes or MNQF Level 4 Qualification in relevant field with 8 years' experience in relevant field.

OVERALL SCOPE

Responsible for providing administrative support to day-to-day operations of the Executives.

SCOPE OF WORK

- Organize and maintain meeting schedules. This includes arrangement of logistics, refreshments, as required.
- Take notes and write meeting minutes and follow-up on the issues raised and maintain filing system.
- Follow-up on important work assigned.
- Manage internal and external correspondence on behalf of Executive and maintain proper records of documents.
- Manage the Executive's calendar and appointment schedules.
- Provide other administrative assistance to executives.

JOB SKILLS AND SPECIFICATIONS

- Should possess good administrative skills.
- Should be an effectual communicator verbally as well as through writing skills.
- Should be able to multitask and work under minimal supervision.
- Should be familiar with Microsoft office package.
- Discretion and need for Confidentiality.

SALARY PACKAGE:

Gross Salary between MVR 17,000.00 to 19,000.00 based on qualification and experience.

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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://jobs.hdc.com.mv/>). For any additional queries please contact to 3353535.

Application Deadline:**Date: 21st November 2021 (Sunday)****Time: 14:00hrs**