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MALDIVES AIRPORTS Co
your journey : our business

Vacancy 02

Executive, Document Control
Project Management

Maldives Airports Company Limited is seeking to recruit talented and qualified individual to the position of Executive, Document Control at our Project Management Department. The successful candidates will be accountable to carry out project document control and administrative works with particular focus on using digital data storage and access control.

Key Responsibilities

- Provide document control services to the section and projects using system based document control access platforms.
- Translate letters and other documents as instructed.
- Draft letters, memos, circulars and other related documents.
- Create and update document registers, administrative books and files both online hard copy.
- Create and dispatch all administrative documents and forms of the section.
- Update and maintain master file for all project documents.

Qualification & Experience

Essential
- Bachelor's Degree with 2 years' experience in a related field.

Preferred
- Minimum 2 years' experience in document control and office administration.
- Experience using digital data storage and data access control systems / platforms.

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, 2 December 2021

Note: Only short listed candidates will be notified for interview.
For further information please do not hesitate to contact us +960 3325511

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