

## Job Opportunity

<b>Post</b>	Employee Relations Officer	<b>Reference</b>	TradeNet-CS/J/2021/45
<b>No of positions</b>	01		
<b>Terms of Employment</b>	Contract basis for a term of 1 year. Contract can be extended upon performance review at the end of the term.		
<b>Remuneration</b>	Based on qualification and experience		
<b>Overview</b>	We seek an energetic professional with significant experience in handling a wide range of HR related tasks and being able to work independently under administrative challenges.		
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>▪ Recruitment and staff onboarding process</li><li>▪ Assist in employee grievance and related issues pragmatically.</li><li>▪ Evaluate the need for employee training and development and make recommendations.</li><li>▪ Coordination and implementation of annual performance reviews.</li><li>▪ Coordinate employee welfare and recreation.</li><li>▪ Coordinate employee attendance and leave management</li><li>▪ Organizing and updating employee files.</li><li>▪ Liaising between employees and HR Manager</li><li>▪ Provide administrative assistance to Human Resources and Administration Manager.</li></ul>		
<b>Educational Qualification</b>	Associate Degree / Diploma in a business-related field		
<b>Relevant Work</b>	At least one years' experience working in a related field		
<b>Other Competencies / Abilities / Skills Required</b>	<ul style="list-style-type: none"><li>▪ Must be familiar with specific laws and regulations governing Employment regulations.</li><li>▪ Ability to work with the Manager to assess complex issues pragmatically.</li><li>▪ Excellent written and verbal language skills in Dhivehi and English.</li><li>▪ Strong and Proficient in Computer Skills.</li><li>▪ Excellent interpersonal and organizational skills with strong attention to details.</li><li>▪ Prioritize strict confidentiality and demonstrate utmost professional conduct at all times.</li><li>▪ Ability to function independently in a multi-task environment, as well as be a team player.</li><li>▪ Good problem-solving ability.</li></ul>		

Interested applicants are requested to email us your applications with the following documents before 1600hrs on 13<sup>th</sup> December 2021 to [careers@tradenet.com.mv](mailto:careers@tradenet.com.mv)

- Completed Job Application Form (<https://tradenet.com.mv/applicationform>)
- CV
- Scan of National ID card
- Scans of educational certificates
- Employment reference letters
- Police Report