



## **POST TITLE: EXECUTIVE**

### **BACKGROUND:**

Agro National Corporation is Looking to hire an Executive for L.Fonadhoo Office. Executive is responsible for providing support to Manager/Assistant Manager and attending general day-to-day Administration support.

### **SCOPE OF WORK:**

- Aid to regional assistant manager in monitoring and steering the operations of contract farming and addressing the farmer issues.
- Assisting in managing and organizing trainings for farmers.
- Assist in keep record of the agreement completion dates and on completion of agreement period, renew, cancel agreement and issuing items such as seeds and starter pack to farmers.
- Assisting in organizing and managing day-to day activities of logistics and inventory management.
- Provide Support in operational risk and audit process for the purpose of preventive maintenance.
- Assisting and Monitoring subordinates in completing their assigned tasks
- Visit and monitor farms on a regular basis.

### **LOCATION**

The Executive will be required to work at L.Fonadhoo, with travel to project islands if required.

### **QUALIFICATION AND EXPERIENCE**

- Graduate with 0-3 Years of Experience OR
- College Diploma with 5-7 Years of Experience working in a similar area will be an added advantage
- Excellent written and oral communication skill
- Able to work overtime as and when required
- Must possess initiative, be reliable, dependable, eye for detail and be able thrive under pressure.

## **REMUNERATION**

- Basic Salary: MVR 8,000/-
- Service Allowances: MVR 2400/-
- Attendance Allowance: MVR 2000/-
- Fixed Allowance: MVR 2000/-
- Hardship Allowance: MVR 1200/-

## **APPLICATION PROCESS**

Interested Applicants are invited to submit the following documents to [info@agronational.mv](mailto:info@agronational.mv).

1. Submit CV with attested document certificates and transcripts. The applicant should show his/her experience in the scope of work identified.
2. Submit a cover letter stating why the individual is suitable for the position
3. Professional reference.
4. ID card copy

The deadline for submission of application is 1600hrs, 16th December 2021. Incomplete applications and any application received after the deadline will not be considered.

Interested candidate may contact AgroNat to obtain further clarification and understanding of the scope of work and responsibility prior to the submission of the application. Please send all queries related to this to [info@agronational.mv](mailto:info@agronational.mv).