



POST TITLE: ADMINISTRATIVE OFFICER

BACKGROUND:

Agro National Corporation is Looking to hire an Administrative Officer for L.Fonadhoo Office. Administrative Officer is responsible for providing administrative support to branch manager/executives in attending general day-to-day running of the branch.

SCOPE OF WORK:

- Monitor the works carried out in the field and ensure that the schedule given by the Company is followed by farmers.
- Ensure that the correct agricultural practices are followed by the farmers.
- Receive, sort, grade the fruits and vegetable delivered by farmers.
- Pack and arrange delivery of agricultural products to the required locations as instructed by the company.
- Attend to farmer queries and facilitate necessary supplies required by farmers.
- Coordinate with the relevant departments in getting the needed assistance/supplies to the farmers.
- Keep record of all items issued to farmers and maintain record of the product delivered by the farmers.
- Maintain inventory of products stored in the storage facilities.
- Prepare and provide reports as required.
- The coordinator is responsible for the collection of money from selling the fertilizers and other agriculture materials.

LOCATION

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

QUALIFICATION AND EXPERIENCE

- Minimum 2 Passes in A' Level /Foundation Studies with 0-3 years' experience
- 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.

REMUNERATION

- Basic Salary: MVR 6,500/-
- Service Allowances: MVR 1,625/-
- Attendance Allowance: MVR 1,625/-
- Fixed Allowance: MVR 1,375/-
- Hardship Allowance: MVR 825/-

APPLICATION PROCESS

Interested Applicants are invited to submit the following documents to info@agronational.mv.

1. CV
2. Copies of accredited certificates
3. Two (2) professional reference from previous employer
4. Clearance Letters from both Maldives Police Services and Anti-Corruption Commission Report
5. ID card

The deadline for submission of application is 1600hrs, 164th 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.