



POST TITLE: SUPPORT STAFF

BACKGROUND:

Agro National Corporation is Looking to hire an Support Staff for L.Fonadhoo Office. Support Staff is responsible to carry out general cleaning duties and prepare refreshment, as directed by the branch manager, to the required standard and frequency, in order to ensure that required standards are met.

SCOPE OF WORK:

- Carrying out specific cleaning tasks to the required standard and frequency as directed by the Cleaning Supervisor or Manager. These will include dust removal, sweeping and mopping floors, vacuuming, scrubbing and buffing floors, cleaning of sanitary ware.
- Operation of mechanical cleaning equipment following training; cleaning of machinery / equipment after use.
- Adhering to the safe use and storage of chemicals; using correct dilution rates for all chemicals so that wastage is avoided.
- Carrying out the work according to corporations Health and Safety policy and procedures.
- Collection and removal of waste where required.
- Arrangement of venues for meetings, functions, and other events.
- Preparation of refreshments for meetings and events.
- Ensure stock is available for all cleaning materials.
- Ensure the premises are cleaned according to the required schedule.
- Plan workload and prioritise allocated tasks to be done on a weekly and daily basis and for cover duties.
- Where issues arise which are not covered by guidelines, attempt to resolve, if not refer to in charge /supervisor.
- Assist in harvest collection and delivery.
- Other relevant tasks assigned by the office head.

LOCATION

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

QUALIFICATION AND EXPERIENCE

- O'level or Grade 7 completed.
- 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 2,500/-
- Service Allowances: MVR 750/-
- Attendance Allowance: MVR 625/-
- Fixed Allowance: MVR 625/-
- Hardship Allowance: MVR 375/-

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, 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.