



## **JOB DESCRIPTION**

### **Job Summary:**

Responsible for providing administrative support and assistance in the day-to-day management of Authentic Maldives outlets and ensuring activities are aligned with the objectives of the company.

### **Requirements:**

- Minimum 4 “C” passes in A’ Level or equivalent qualification
- Fluent in Spoken English
- Pleasant personality

### **Remuneration Package:**

Basic Salary	: 6,500.00
Service Allowance:	: <u>4,500.00</u>
<b>Total (MVR)</b>	<b>: 11,000.00</b>

### **Job Duties:**

- Develop and maintain Authentic Maldives supplier files, inventory file and all related correspondences
- Ensure confidentiality and security of Authentic Maldives files and filing systems
- Attend Authentic Maldives suppliers queries on a day-to-day basis and managing incoming and outgoing correspondences promptly
- Assist in maintaining and tracking the inventory of Authentic Maldives and ensure restocking needs are immediately attended to
- Manage the barcoding system and ensure the products are properly barcoded and packed before delivery to the outlets
- Assist in Authentic Maldives promotional activities with the projects and marketing team, when necessary
- Assist staff in arranging logistics to various locations
- Assist in the maintenance of Authentic Maldives outlets, coordinating with the relevant department to ensure renovations are carried out routinely

- Assist in all other administrative tasks related to Authentic Maldives including but not limited to, scheduling meetings, organizing and filing all documents, managing hotline for Authentic Maldives

**Additional Responsibilities:**

Perform other work-related duties assigned by the Business Center Corporation.

**Work Location:**

- Business Center Corporation Head Office