

## JOB VACANCY

HDC(161)-HRM/IU/2021/635  
30<sup>th</sup> December 2021

### **Assistant Estate Officer** **Real Estate Management**

#### **MINIMUM QUALIFICATION & REQUIREMENT**

- A'Level 3 Passes **OR**
- O'Level 5 Passes (Including Dhivehi & English) with minimum 2 years' relevant experience in the field.

#### **OVERALL SCOPE**

Responsible to assist in managing Thilafushi & Gulhifalhu property management works under the guidance of HoD/HoS.

#### **SCOPE OF WORK**

- Maintain records of the service contracts and taking necessary actions accordingly on a timely manner.
- Manage lease agreements and preparing reports accordingly.
- Allocation of property holdings as per company policies.
- Prepare, manage and update databases relevant to the Section.
- Deal with updates and managing daily correspondences assigned.
- Liaise with other Departments in carrying out works relevant to the Section.
- Record meeting minutes of the section and maintain filing system.
- Maintain flow of information and knowhow among Estate section.
- Handle requests of stakeholders in a knowledgeable, confidential and timely manner.

#### **JOB SKILLS AND SPECIFICATIONS**

- Should possess good customer relation skills.
- Strong interpersonal skills.
- Should be well organized, detail-oriented, forward thinking and proactive.
- Should be able to work as an individual and as a flexible team player.
- Discretion and need for Confidentiality.
- Should be familiar with Microsoft office package.

#### **SALARY PACKAGE:**

Gross Salary of MVR. 13,000.00

#### **REQUIRED DOCUMENTS**

- Accredited certificates,
- Job reference letters
- NID card or Driver's License
- Police Report

Apply via: <https://jobs.hdc.com.mv>

Deadline: 06<sup>th</sup> January 2022, 14:00hrs

For Further Information: 3353535 or call center hotline: 1516