

## Job Opportunity

<b>Post</b>	Business Process Officer	<b>Reference</b>	TradeNet-HR/J/2022/03
<b>Employment Type</b>	Project Based		
<b>No of positions</b>	01		
<b>Term of Employment</b>	Duration of the assignment is 1 (one) year from the commencement of work. Contract extension based on performance and need.		
<b>Remuneration</b>	Based on qualification and experience		
<b>Scope of Work</b>	<ul style="list-style-type: none"><li>We are looking for Business Process Assistants to work in our Business Process Team, to document process flows, requirements and organize information in collaboration with various Government Entities.</li></ul>		
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"><li>1+ years of experience working in Business Administration or a related field;</li><li>Effective time management skills and ability to meet deadlines;</li><li>Excellent communication skills, both verbal and written in English and Dhivehi;</li><li>Excellent personal skills such as teamwork, initiative and attention to details;</li><li>Ability to simplify and solve complex business problems</li></ul> <p>(note: Applicants are required to have the above minimum qualification. During the interview process, applicants will be tested and measured on their ability to think logically and various problem-solving skills.)</p>		
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>Gather the information required and performing requirement analysis to complete the process being documented</li><li>Break down various business processes with flowcharts, manuals and other documentation outlining current practices</li><li>Organize information into a sequential list ensuring that it accurately reflects how the work is done to complete the process and isn't too complicated</li><li>Collaborate and communicate with the relevant stakeholders to identify potential improvements to the process</li><li>Optimize the Processes and apply them to the process documentation</li><li>Creating workflows by configuring workflow actions and conditions using the workflow builder, referring to process diagrams</li></ul>		

Interested applicants are requested to email us your applications with the following documents before 1600 hrs on 07<sup>th</sup> February 2022 to [careers@tradenet.com.mv](mailto:careers@tradenet.com.mv)

- Completed Job Application Form (<https://tradenet.com.mv/applicationform>)
- CV
- Scan of National ID card
- Scans of educational certificates
- Employment reference letters
- Police Report