TRADENET
MALDIVES CORPORATION LIMITED

TradeNet Maldives Corporation Limited
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Job Opportunity

Post	Data Entry Supervisor	Reference	TradeNet-HR/J/2022/10
Employment Type	Project Based		
No of positions	06		
Term of Employment	Duration of the assignment is 1 (one) year from the commencement of work. Contract can be extended after performance analysis at the end of the term.		
Remuneration	Based on qualification and experience		
Scope of Work	As part of the One Service Maldives (OSM), TradeNet Maldives will be working closely with the partnering government agencies. The services of the government agencies will be gradually delegated to TradeNet Maldives according to an agreed format through a consultative and participative process. The Data Entry Supervisor will be working with a team designated by TradeNet and will report to a designated Supervisor assigned by TradeNet.		
Qualification & Experience	• Associate Degree / Diploma in a business-related field • At least one years' experience working in a related field		
Responsibilities	• Carrying out and supervising administrative work related to registration, quota, work permit, regularization, repatriation, employment agencies provided by OSM partner agencies • Standardizing data by giving international standard classification codes to industry and occupation and supervising the process • Updating information to different databases and supervising the process • Obtaining further information for incomplete documents by contacting data providers and supervising the process • Traveling to different locations (Islands) to provide awareness and different services provided by OSM partner agencies • Providing assistance to OSM partner agencies in researching & developing the partner agency's processes, policies, and systems.		
Desired Skills	• Excellent listening, verbal, and written communication skills in Dhivehi and English. • Excellent data entry and typing skills. • Ability to handle stressful situations appropriately. • Pleasant personality with ability to work in teams, and individually, delivering results with minimum supervision in challenging circumstances.		

Interested applicants are requested to email us your applications with the following documents before 1600 hrs on 21st March 2022 to 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