

Job Opportunity

Post	Business Process Officer	Reference	TradeNet-HR/J/2022/13
Employment Type	Project Based		
No of positions	02		
Term of Employment	Duration of the assignment is 1 (one) year from the commencement of work. Contract extension based on performance and need.		
Remuneration	Based on qualification and experience		
Scope of Work	<ul style="list-style-type: none">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.		
Qualification & Experience	<ul style="list-style-type: none">1+ years of experience working in Business Administration or a related field;Effective time management skills and ability to meet deadlines;Excellent communication skills, both verbal and written in English and Dhivehi;Excellent personal skills such as teamwork, initiative and attention to details;Ability to simplify and solve complex business problems <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>		
Responsibilities	<ul style="list-style-type: none">Gather the information required and performing requirement analysis to complete the process being documentedBreak down various business processes with flowcharts, manuals and other documentation outlining current practicesOrganize information into a sequential list ensuring that it accurately reflects how the work is done to complete the process and isn't too complicatedCollaborate and communicate with the relevant stakeholders to identify potential improvements to the processOptimize the Processes and apply them to the process documentationCreating workflows by configuring workflow actions and conditions using the workflow builder, referring to process diagrams		

Interested applicants are requested to email us your applications with the following documents before 1400 hrs on 28th April 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

Kindly note that only shortlisted candidates will be contacted for interview.