

Advertisement Number: MFMC/1/2022/9

Description of Services

Office Assistant

BACKGROUND

Office Assistant is responsible for transporting approved clients/stakeholders, transporting and safely delivering of official courier items in a timely manner, and other administrative related duties.

SCOPE OF SERVICES

- Provide reliable and safe driving services to approved clients/stakeholders, including the coordination of all necessary arrangements to ensure timely service provision.
- Complete daily vehicle inspections, reports daily logs
- Daily clean and perform simple routine maintenance on the vehicle, and reporting maintenance updates to supervisor.
- Carrying out minor repairs, and ensures that they are in good condition,
- Keeps a log of travels/trips, daily mileage fuel consumption, oil changes etc.
- Responsible for the safety of passengers in the vehicle
- Acts as a courier to pick/deliver official documents as needed
- Assists with office maintenance
- Any other work as assigned by the supervisor

REQUIRED QUALIFICATION AND EXPERIENCE

The applicant should possess following educational background and experience.

- Able read and write both English and Dhivehi.
- Driving License Category A0, A1, B1
- Able to work outside official working hours

Salary: Competitive Salary (MVR 8,000 to 10,000)

Interested Candidates, please complete the Online Job Application Form and upload the following listed documents via link; (<https://form.jotform.com/220221737181447>), before 26th April 2022, 14:00hrs.

1. ID Copy
2. CV
3. Certificate Copies (If Any) and License Copies
4. Reference Letters

If you have any queries regarding the advertisement, please contact 3316362 or email to HR@mfmc.mv.

April 2022