

Advertisement Number: MFMC/I/2022/12

Description of Services

Administration Officer

BACKGROUND

Administration Officer is responsible to perform all administrative and clerical duties necessary for effective office management with limited supervision.

SCOPE OF SERVICES

Administration Officer will report to the Head of Corporate Affairs and will carry out the following tasks.

- Welcome guests and stakeholders by greeting them; in person or by telephone, answering or directing inquiries, and replying to emails.
- Screen and direct phone calls and distribute correspondence.
- Preparing expense reports and office budgets.
- Managing office supplies and ordering new supplies as needed.
- Systematically filing important company documents.
- Forwarding all correspondence, such as letters and packages, to relevant department.
- Assisting the HR department with job postings and interviews.
- Manage office supply levels; reorder when appropriate
- Other duties as assigned by the management

REQUIRED QUALIFICATION AND EXPERIENCE

The applicant should possess following educational background and experience.

- Completed A' Level with 3 Passes
- Priority will be given to candidates with relevant experience
- Candidates who have completed 2 years of undergraduate (relevant) degree is preferable
- Strong communication and interpersonal skills.
- Attention to detail and organization skills.
- Good decision-making and problem-solving skills.
- Good working knowledge of Microsoft Office.
- Excellent relationship-building and interpersonal skills.
- Ability to organize, plan, and prioritize.
- Excellent written and verbal communication.

- Ability to keep confidential information

Salary: Competitive Salary (MVR 9,000 to 12,000)

Interested Candidates, please complete the Online Job Application Form and upload CV along with relevant documents via link <https://form.jotform.com/213531409438454>

April 2022