



Join Our Team

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MALDIVES AIRPORTS Co.

Post: Assistant Officer, Admin & Documentation

Department: Airport Operations Division/ AOCC & Customer Relations Department

No. Of Vacancies: 1

Duty Type: Regular Duty

Deadline: 15:00hrs, 15 June 2022

Ref No: 116-K2/IL/2022/162

Job Description

Maldives Airports Company Limited is seeking to recruit talented and qualified individual to the position of Assistant Officer, Admin & Documentation at our Airport Operations Division. The successful candidate will be accountable to carry-out and improve the administrative functions of Airport Operations Control Center (AOCC) and Customer Relations Department.

Key Responsibilities

- Maintain information files and processing paperwork.
- Develop constructive and cooperative working relationships with others.
- Prepare necessary reports and statistical information related to the Department.
- Prepare and make necessary amendments to the Manuals, Sop's & Documents related to the department

Qualification & Experience

- GCE A'Level standard **or**
- Completion of GCE O'level with atleast 2 years' experience in a related field.

Benefits

- Competitive Salary
- Free motorcycle parking
- Study loan scheme for children
- Health Insurance
- Staff Gym Facilities
- Staff Development Scheme
- Free Transportation
- Staff Loan Scheme

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