

Job Opportunity

Post	Administrative Officer	Reference	TradeNet-HR/J/2022/16
No of positions	01		
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	We seek an energetic professional with significant experience in handling a wide range of administrative support related tasks and being able to work independently under administrative challenges.		
Qualification & Experience	<ul style="list-style-type: none"> • Diploma in a related field • 2 + years' experience in a related field 		
Responsibilities	<ul style="list-style-type: none"> • Provide administrative assistance to Human Resources and Administration Manager. • Ensure functionality of necessary office equipment and requisitioning new equipment and supplies as needed. • Assist in procurement procedure of items required for the office and its activities. • Monitor stock levels and place orders as needed. • Arrange business travel and accommodations. • Schedule & arrange in-house and external events and trainings • Supervise office maintenance and cleaning • Maintain and update employee leave records and attendance 		
Desired Skills	<ul style="list-style-type: none"> • Good interpersonal skills and proven ability to work in a highly team-oriented environment. • Proven ability to function in a fast-paced, project-based, environment. • Solid knowledge on administrative procedures 		

Interested applicants are requested to email us your applications with the following documents before 1600 hrs on 15th June 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 an interview.