

Job Opportunity

Post	Employee Relations Officer	Reference	Tradenet-HR/J/2022/31
No of positions	01		
Term of Employment	Contract basis for a term of 1 year. Contract can be extended upon performance review at the end of the term.		
Remuneration	Based on qualification and experience		
Overview	We seek an energetic professional with significant experience in handling a wide range of HR related tasks and being able to work independently under administrative challenges.		
Qualification & Experience	<ul style="list-style-type: none"> • Diploma / Degree in a business-related field • At least two years' experience working in a related field 		
Responsibilities	<ul style="list-style-type: none"> • Recruitment and staff onboarding process • Assist in employee grievance and related issues pragmatically. • Evaluate the need for employee training and development and make recommendations. • Coordination and implementation of annual performance reviews. • Coordinate employee welfare and recreation. • Organizing and updating employee files. • Liaising between employees and HR Manager • Provide administrative assistance to Human Resources and Administration Manager. 		
Desired Skills	<ul style="list-style-type: none"> • Must be familiar with specific laws and regulations governing Employment regulations. • Ability to work with the Manager to assess complex issues pragmatically. • Excellent written and verbal language skills in Dhivehi and English. • Strong and Proficient in Computer Skills. • Excellent interpersonal and organizational skills with strong attention to details. • Prioritize strict confidentiality and demonstrate utmost professional conduct at all times. • Ability to function independently in a multi-task environment, as well as be a team player. • Good problem-solving ability. 		

Interested applicants are requested to email us your applications with the following documents before 1600 hrs on 20th September 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