

Job Opportunity

Post	Assistant Business Analyst	Reference	Tradenet-HR/J/2022/32
No of positions	04		
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 are looking for Assistant Business Analyst to work in our Service Design Team, to document process flows, requirements and organize information in collaboration with various Government Entities.		
Qualification & Experience	<ul style="list-style-type: none"> 1+ years of experience working in Business Administration or a related field; 		
Responsibilities	<ul style="list-style-type: none"> Gather the information required and performing requirement analysis to complete the process being documented Analyse the current processes and find potential for process improvement Collaborate and communicate with the relevant stakeholders to identify potential improvements to the process 		
Desired Skills	<ul style="list-style-type: none"> Effective time management skills and ability to meet deadlines; Excellent communication skills, both verbal and written in English and Dhivehi; Excellent personal skills such as teamwork, initiative and attention to details; Ability to simplify and solve complex business problems 		

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

06th October 2022 to careers@tradenet.com.mv

- Completed Job Application Form
- 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.