

## Job Opportunity

<b>Post</b>	Administrative Executive	<b>Reference</b>	Tradenet-HR/J/2022/34
<b>No of positions</b>	01		
<b>Term of Employment</b>	Contract basis for a term of 1 year. Contract can be extended upon performance review at the end of the term.		
<b>Remuneration</b>	Based on qualification and experience		
<b>Overview</b>	We are looking for an Administrative Executive who has experience working in a fast-paced, ever-changing environment and has excellent interpersonal skills.		
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>1+ years of experience working in Business Administration or a related field;</li> </ul>		
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>To organize the Project Manager's workload in an efficient, effective, and professional manner, and to be able to communicate with team members and external contacts at all levels.</li> <li>Extensive diary management requires maintaining an overall view of the calendar and scheduling internal and external meetings.</li> <li>Continuous assessment of potential delays impacting project timelines identifying concerns by monitoring and tracking key team progresses</li> <li>Taking minutes during meetings and delegating tasks to team members to execute if required</li> <li>Assist with the planning of team meetings and other team events.</li> <li>Producing regular progress reports, presentations and communications</li> </ul>		
<b>Desired Skills</b>	<ul style="list-style-type: none"> <li>Effective time management skills and ability to meet deadlines;</li> <li>Excellent communication skills, both verbal and written in English and Dhivehi;</li> <li>Excellent personal skills such as teamwork, initiative and attention to details;</li> <li>Organised, and discreet whilst being proficient within a fast paced and change driven environment;</li> </ul>		

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

**06<sup>th</sup> October 2022 to [careers@tradenet.com.mv](mailto: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.**