



# We're **HIRING**

## **Assistant Officer, Administrative Engineering & Utilities**

No. of vacancy: 01

### **Qualifications:**

- Minimum 3 'C' Passes or above in GCE O'Level.
- Proficient in verbal and written communication (Both English and Dhivehi)

### **Responsibilities:**

- Update, maintain and receive dispatch documentation log.
- Prepare and maintain all necessary documentation used by the department i.e. letters, email, memos, minutes, requisition, work orders.
- Help in compiling monthly reports and other technical reports based on data provided by processes as per instruction by department head
- Prepare and maintain all necessary documentation regarding petty cash flow.
- Maintain all records of staff profiles of the department.
- Manage all HR related functions of staff i.e. attendance, staff card, insurance.

**DEADLINE: 28<sup>th</sup> January 2019 - 1600HRS**

***Interested Candidates, please send in your Job Application Form to  
Corporate Office, Maldives Airports Company Ld.***

**Maldives Airports Company Limited**  
Corporate Office  
Velana International Airport  
Hulhule' 22000,  
Republic of Maldives

**Note:** ONLY Short listed candidates will be notified.  
For further information please do not be hesitated to contact us

**Email:** [recruitment@macl.aero](mailto:recruitment@macl.aero) **Contact:** 3325511

Job application form will be available at [www.macl.aero](http://www.macl.aero)

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