



# We're **HIRING**

## Assistant Officer, Administrative Airline Coordination & OCC

### Qualifications:

- Minimum 3 "C" Passes or above in O' Levels including English
- Proficiency in Computer usage and MS Office applications.
- Communication skills in English and Dhivehi (written and spoken).
- Able to work on shift duty.

### Responsibilities:

- Assist the Airline Coordinator to coordinate with the airlines and relevant department of MACL if needed to resolve the problems airlines encounter.
- Assist the Airline Coordinator to coordinate and arrange meetings with relevant departments of MACL if an airline requests and take minutes of the meetings.
- Assist the Airline Coordinator to arrange and conduct necessary slots for the airlines.
- Collect the necessary data and prepare the statistical reports.

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

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

**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 **Contact:** 3325511

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

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