



We're **HIRING**

Assistant Officer, Administration HR Operations/Administration

Qualifications:

- Minimum 3 "C" passes or above in GCE O' Level including SSC Dhivehi.
- Proficient in computer usage and MS Office applications.
- Proficient in verbal and written communication (both English and Dhivehi).

Responsibilities:

- Welcome visitors by greeting them in person or via telephone by answering or referring the inquiries.
- Handle and register the documents received for free parking.
- Enter the details of the documents received.
- Take responsibility of sending and receiving documents to and from Male'.
- Distribute all the documents/official paper to Government office and other Companies.
- Assist in Administrative works.

DEADLINE: 1600HRS, 28th January 2019

***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

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