

**JOB REF NO: IAS/MIS/2017/717**

**Date: 20/04/2017**

**LOUNGE HOST/HOSTESS TRAINEE (JOB REF NOJ/2017/049)**

- Scope of work:** Frontline job which includes assisting the Line Manager with day-to-day operations of the Lounge including welcoming customers, completing daily paper work, handling of customer complaints, and ensuring that all the products are replenished and amenities are serviceable
- Qualifications:** Minimum GCE O' Level passes above C grade in 03 subjects including English & Mathematics. Experience in food and beverage service would be an added advantage.
- Requirements:**
- Pleasant personality
  - Able to work long and odd hours
  - Good communication skills
  - Able to work in a team
  - Computer literate
- Location:** Moonima Lounge Services / Velana International Airport

**INVENTORY AGENT TRAINEE (JOB REF NOJ/2017/050)**

- Scope of work: -** Shift duty job which includes managing inventory of all flights to ensure that the flights are not booked beyond capacity as adjusted to the pre decided booking level and ensuring that the allocations given to various booking classes/fare basis are managed. Further, monitoring forward bookings on a daily basis and ensure that the various booking classes are opened/closed based on the expected flight profile.
- Further candidate should be alert scheduling team in case opportunities for combining/downgrading/upgrading flights exists and should be able to monitor seat confirmation requests through various channels and confirm/deny as per pre defined guidelines.
- Prepare MIS reports as required for the team from various internal and external data sources.
  - Monitor competitor airline activity on the assigned routes. Ensure strict adherence to assigned shift timings and duty requirements and avoid delays in turning around requests from various stations.
  - Monitor competition fares and initiate pricing proposals as/if required.
- Qualifications:** Minimum GCE O' Level passes above C grade in 03 subjects including English & Mathematics and A' Level would be an added advantage
- Requirement:**
- Pleasant personality
  - Able to work long and odd hours
  - Good communication skills
  - Able to work in a team
  - Computer literate
- Location:** - Island Aviation Head office/ Male'

## **INVENTORY AGENT TRAINEE (JOB REF NO: J/2017/51)**

- Scope of work:** - Shift duty job which includes managing inventory of all flights to ensure that the flights are not booked beyond capacity as adjusted to the pre decided booking level and ensuring that the allocations given to various booking classes/fare basis are managed. Further, monitoring forward bookings on a daily basis and ensure that the various booking classes are opened/closed based on the expected flight profile.
- Alert scheduling team in case opportunities for combining/downgrading/upgrading flights exists.
  - Monitor seat confirmation requests through various channels and confirm/deny as per pre defined guidelines.
  - Prepare MIS reports as required for the team from various internal and external data sources.
  - Monitor competitor airline activity on the assigned routes. Ensure strict adherence to assigned shift timings and duty requirements and avoid delays in turning around requests from various stations.
  - Monitor competition fares and initiate pricing proposals as/if required.

**Qualifications:** Minimum GCE O' Level passes above C grade in 03 subjects including English & Mathematics and A' Level would be an added advantage

- Requirement:**
- Pleasant personality
  - Able to work long and odd hours
  - Good communication skills
  - Able to work in a team
  - Computer literate

**Location:** Seaplane Base/ Velana International Airport

## **AIRPORT SERVICES AGENT TRAINEE (JOB REF NO: J/2017/052)**

**Scope of work:** Ground handling operations related functions such as Check-in, Ramp handling, Baggage handling, Load control, Airport ticketing, Arrivals and Departures.

**Qualifications:** Minimum GCE O' Level passes above C grade in 03 subjects including English & Mathematics.

**Requirements:**

- Pleasant personality
- Able to work long and odd hours
- Good communication skills
- Able to work in a team
- Computer literate

**Location:** Maldivian Ground Operations / Velana International Airport

## **LOADERS TRAINEE (JOB REF NOJ/2017/053)**

- Scope of work:** Maintain and clean Airport office premises, associated equipment and office spaces, loading and unloading of baggage from Aircraft etc.
- Qualifications:** Minimum Grade 8 standard and should be able to read and write in English
- Requirements:**
- Able to work long and odd hours and in a team
  - Driving license category B2/C1 will be an added advantage
  - Computer literate
- Location:** Maldivian Ground Operations / Velana International Airport

## **DRIVER TRAINEE (JOB REF NO J/2017/054)**

- Scope of work:** Maintain and clean Airport office premises, associated equipment and office spaces, loading and unloading of baggage from Aircraft etc.
- Qualifications:** Minimum Grade 8 standard and should be able to read and write in English
- Requirements:**
- Able to work long and odd hours and in a team
  - Driving license category B2/C1 will be an added advantage
  - Computer literate
- Location:** Maldivian Ground Operations / Velana International Airport

### **INTERESTED CANDIDATES FOR ABOVE POSITIONS SHOULD SUBMIT THE FOLLOWING DOCUMENTS:**

**Completed Application form** (available to download from [www.maldivian.aero](http://www.maldivian.aero)) **with Curriculum Vitae, copies of Educational Certificates and National Identity Card along with Police Report.**

Not later than **1400hrs of 27<sup>th</sup> April 2017 (Thursday)** to:

Human Resources Department  
Island Aviation Services Ltd.  
M. Raaverige, Majeedhee Magu  
Male', 20345 Republic of Maldives  
Email: [hr@iasl.aero](mailto:hr@iasl.aero)  
Phone: 3331292/3331262

**NOTE: Applications with inaccurate information, which do not meet the above requirements and which are incomplete will be disqualified.**

**(Only Maldivians will be accepted for the above positions & only shortlisted Applicants will be notified)**