

Ref no: IAS/MIS/2017-497

Date: 14th March 2017

Island Aviation Services Ltd provides Domestic and International Air Services, Cargo Services, Airport Lounges Services, manages Dharavandhoo Airport, Thimarafushi Airport, Ifuru Airport and operates Maldivian Holidays. In order to meet the challenges in the industry, we are committed to provide quality services to our customers and in this context, we are looking for suitable talent to join IASL and be part of our team.

### **PURCHASING COORDINATOR (JOB REF NO: J/2017/030)**

- Scope of work:** Perform day-to-day tasks associated with administration of purchasing and procurement functions of the Engineering Department in close liaison with the Supervisor, Purchasing.
- Qualifications:** Minimum GCE O' Level passes above C grade in 03 subjects including English and Mathematics
- Requirements:** Possess good interpersonal skill with proficiency in spoken and written English language  
Positive working attitude,  
Work under pressure  
Pay meticulous attention to details.  
Previous experience is an added advantage.
- Location:** Engineering Department / Velana International Airport

### **LOGISTICS COORDINATOR TRAINEE (JOB REF NO: J/2017/009)**

- Scope of work:** To assist in managing Logistics Division and issuing of parts, material and tooling to the maintenance personnel.
- Qualifications:** Minimum 3 passes in GCE 'O' Level with 'C' grade or above in 03 subjects including English and Mathematics
- Requirements:** Good interpersonal skills  
Proficiency in spoken and written English language  
Positive working attitude  
Work under pressure  
Pay meticulous attention to detail  
Previous exposure to Inventory Control and Storage of Material will be an added advantage
- Location:** Engineering Department / Velana International Airport

## **CABIN SERVICES AGENT TRAINEE (JOB REF NO: J/2017/025)**

**Scope of work:** Handling of the catering, aircraft cleaning and maintaining of food items stock

**Qualifications:** - Minimum 2 passes in G.C.E O/L including Mathematics and English

**Requirements:**

- Should have valid vehicle license
- Category B1 & C1
- Computer literate
- Effective communication skills
- Ability to work in a team
- Able to work long and odd hours
- Pleasant personality

**Location:** Cabin Services / Velana International Airport

## **TRAINING COORDINATOR TRAINEE (JOB REF NO: J/2017/026)**

**Scope of work:** To manage, organize and conduct training events for IASL Engineering staff in accordance with guidelines and procedures stipulated in MOE and relevant SOPs, including in-house and external trainings.

**Requirements:**

a) **Abilities:**

Use initiative; decide priorities in relation to accomplishment of training tasks as per the training schedule, including the management and supervision of the same tasks. Ability to teach and deliver instruction to trainees.

b) **Knowledge:**

- a. Holds a Bachelors Degree in Aeronautical/Aerospace Engineering and/OR, completed basic Aircraft Maintenance Engineering Course.
- b. In-depth operational knowledge of IASL procedures and guidelines.
- c. Completion of a Train the Trainer course would be an added advantage.

c) **Experience:** Minimum 1 year experience in delivering instruction.

**Location:** Engineering Department / Velana International Airport



