

Ref no: IAS/MIS/2018-763

Date: 15th April 2018

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 suitably qualified and talented staff to join IAS team.

SALES AGENT TRAINEE (JOB REF NO: J/2018/34)

- Scope of work:** Dealing with booking inquiries, carrying out reservations and ticketing in-line with Company standards and procedures.
- Qualifications:** Minimum GCE O' Level passes above C grade in 03 subjects including English & Mathematics
- Requirements:**
- Able to work long and odd hours
 - Pleasant personality
 - Computer literate
- Location:** Maldivian Holidays - Male'

RESERVATION AND TICKETING AGENT TRAINEE (JOB REF NO: J/2018/35)

- Scope of work:** Carrying out reservations call Centre functions, front office ticket sales and handling corporate client bookings in line with the company standards and procedures. Special care should be taken to maintain perfect attendance and to carry out tasks with complete adherence to company standards and policies.
- Qualifications:** Minimum GCE O' Level passes above C grade in 03 subjects including English & Mathematics
- Requirements:**
- Computer literate
 - Able to work long and odd hours
 - Pleasant personality
- Location:** Commercial Department – Male'

STORE KEEPER (JOB REF NO: J/2018/36)

- Scope of work:** Organize and manage the day-to-day running of the Procurement department by assisting in keeping accurate inventory records, providing support for better organization and timely delivery of goods and services and maintaining a safe work environment in accordance with established policies and practices.
- Qualifications:**
- Minimum 3 O'Level passes (above C grade) including English & Mathematics
 - Prior training in Procurement Systems is preferable.
- Requirement:**
- Proficiency in Spoken and written English and Dhivehi Language
 - Sound Knowledge of Microsoft word, excel, Power Point
 - Organizational skills.
 - Excellent interpersonal skills
 - Work experience with procurement systems and supplier negotiation
 - Ability to work well in a team or independently
 - Ability to meet deadlines
 - Ability to be professional when dealing with internal and external customers
 - Ability to work well under pressure
 - Goal focused and a Positive Attitude
- Location:** Island Aviation Head Office/ Male'

SENIOR AGENT, FACILITY AND CABIN TRAINEE (JOB REF NO: J/2018/37)

- Scope of work:** Supervise cabin agents to ensure that aircraft, terminal area and dock area is well maintained and ensure running stock of the all in-flight items are properly logged and records maintained.
- Qualifications:** Minimum GCE A' Level passes above C grade in 03 subjects including English & Mathematics or 2 years experience in a relevant field.
- Requirements:**
- Able to work long and odd hours
 - Pleasant personality
 - Computer literate
 - Ability to work successfully alongside with other people
 - Ability to communicate effectively
 - Pay meticulous attention to detail
 - Previous exposure to inventory and storage of material is an added advantage
- Location** Maldivian Seaplane base / Velana International Airport

MAINTENANCE COORDINATOR (WELDER) TRAINEE (JOB REF NO: J/2018/38)

- Scope of work:** Responsible for the maintenance of Maldivian Seaplane terminal, floating jetty and outstation aerodromes
- Qualifications:** Completed Grade 8 and be able to read & write in English
Certificate related to Welding and/or experience in a relevant field would be an added advantage
- Requirements:** Effective communication skills
Ability to work in a team
Able to work long and odd hours
Pleasant personality
- Location:** Facility and Maintenance Department / Velana International Airport

INTERESTED CANDIDATES FOR ABOVE POSITIONS SHOULD SUBMIT THE FOLLOWING DOCUMENTS:

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

Not later than **1400hrs of 19th April 2018 (Thursday)** to:

Human Resources Department
Island Aviation Services Ltd.
M. Raaverige, Majeedhee Magu
Male', 20345 Republic of Maldives
Email: 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)