



BE A PART OF THE NATIONAL AIRLINE

Ref No: IAS/MIS/2024/055

Date: 14th January 2024

SENIOR ADMINISTRATIVE OFFICER MALDIVIAN IN-FLIGHT SERVICES

Job Ref No: J/2024/09

Job Scope:

- Plan and manage administrative communications and functions, prepare monthly attendance and overtime reports, maintaining employee's personal records, agreements and other related tasks of In-flight Services Department as assigned by the Head of Department.

Job Criteria:

- Diploma in Business Administration or in a relevant field with minimum 2 years of experience.
OR
- Minimum 03 passes in GCE A' Level above C grade including English with 4 years' experience in a related field
- Preference will be given to candidates with a Bachelor's Degree in Business Management /Administration or with prior work experience in a related field.

Benefits:

- Health Insurance for staff and dependent as per Corporate Health Insurance Policy
- Rebated tickets on Company Airline services as per policy
- Credit facility enrolment from selected institutions

Remuneration: MVR 16,000 – 17,000 per month

Location: Maldivian In-Flight Services / Velana International Airport

TO APPLY:

Email: careers@iasl.aero *

Deadline for Applications: 21st January 2024

Documents Required: Completed job application form, CV, educational certificates (accredited by MQA, if acquired from an overseas institution), reference letters, copy of National ID card and a valid Police report

Only Maldivians will be accepted for the above position and only shortlisted candidates will be notified.

*Job Reference Number and Applicant Name should be included in the e-mail subject line.

* Inaccurate/incomplete and applications that do not meet the above requirements will be disqualified.