

**Ref no: IAS/MIS/2019-1524**

**Date: 11<sup>th</sup> June 2019**

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.

## **INVENTORY AGENT TRAINEE (JOB REF NO: J/2019/44)**

**Scope of work:** - Perform the day to day management of flight Inventory to ensure that the Company budget targets are achieved

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

**Abilities/Skills:**

- Pleasant personality
- Able to work under pressure and for long and odd hours
- Possess excellent analytical and interpersonal skills
- Ability to follow, apply, interpret and explain instructions and / or guidelines
- Ability to learn and use the software's used in the departments and work independently after the training
- Highly energized and motivated with a high level of commitment
- Good communication skills and Computer literate
- Able to work in a team
- Willing to work in shift duties (Including on Fridays)

**Knowledge:**

- Proficiency in MS Excel is a must.
- Familiarity with Power Point and MS Word
- Possess excellent analytical and interpersonal.
- Ability to follow, apply, interpret and explain instructions and / or guidelines

**Department:** Commercial

**Location:** Island Aviation Head office/ Male'

## **INBOUND / OUTBOUND SUPERVISOR TRAINEE (JOB REF NO: J/2019/45)**

**Scope of work:**

- Planning, developing and implementation of Maldivian Holidays initiatives to help build brand, increase industry esteem and ownership of the market place
- Accountable in strategy formulation, sales & marketing, leadership and account management

**Qualifications:**

- Minimum 3-4 years of experience in relevant field
- Industry knowledge will be an added advantage

**Requirements:**

- Leadership skills
- Strong oral and written communication skills
- Self-motivated & Result-oriented
- Employee Training Experience
- Sales & Customer Service Skills
- Computer Literate
- Able to work long and odd hours

**Location** Maldivian Holidays – Male’

### **BASE MAINTENANCE COORDINATOR TRAINEE (CARPENTER) (JOB REF NO: J/2019/46)**

**Scope of work:** Responsible for maintaining carpentry related works of Maldivian Seaplane terminal, floating jetty and outstation aerodromes (floating jetty)

**Qualifications:** - 3-4 years of experience in relevant field  
Certificate in relevant field

**Requirement:** -Plan and execute all takes related to all relevant projects.  
-To maintain proper written records on all matters appertaining to periodic maintenance.  
-Excellent interpersonal skills  
-Ability to manage own work effectively, use own initiative and be self-motivated to achieve results  
-Ability to meet deadlines

**Location:** Facilities and Maintenance Department / Seaplane Base

### **BASE MAINTENANCE COORDINATOR TRAINEE (ELECTRICIAN) (JOB REF NO: J/2019/47)**

**Scope of work:** Assemble, install, test, troubleshoot and maintain electrical or electronic wiring, equipment, appliances, apparatus and fixtures.

**Qualifications:** -3-4 years of experience in relevant field  
Certificate in relevant field

**Requirement:** -Proficiency in Spoken and written English and Dhivehi Language  
-Read and interpret blueprints and building schematics to understand how an electrical issue needs to be dealt with  
-Excellent interpersonal skills  
-Ability to manage own work effectively, use own initiative and be self-motivated to achieve results  
-Ability to meet deadlines

**Location:** Facilities 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](http://www.maldivian.aero)) **with Curriculum Vitae, copies of Educational Certificates and National Identity Card along with Police Report.**

Not later than **1400hrs of 17<sup>th</sup> June 2019 (Monday)** 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: 3331292/3024705

**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)**