

**Ref no: IAS/MIS/2017/1840****Date: 08<sup>th</sup> October 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 suitably qualified and talented staff to join IAS team.

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**PROCUREMENT MANAGER TRAINEE (JOB REF NO/2017/115)**

- Scope of work:** Supervise and perform all purchasing related activities to ensure that the activities are carried out in accordance with Company Policies and Procedures in a timely and organized manner.
- Qualifications:** Degree or higher qualification in a related field with 3 years' experience in the field of procurement.
- Requirements:**
- Pleasant personality
  - Able to work long and odd hours
  - Excellent communication skills
  - Able to work in a team
  - Computer literate
- Location:** Island Aviation Head Office – Male'

**SALES AGENT TRAINEE (JOB REF NO: J/2017/116)**

- 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'

**PLANNER TRAINEE (JOB REF NO: J/2017/117)**

- Scope of work:** Ensure Planning, Scheduling and issuing of all maintenance activities are carried out in accordance with the applicable regulations/approved procedures in a timely manner
- Qualifications:**
- Minimum GCE A' Level, passes above C grade in 3 subjects, Including English & Mathematics
- Requirements:**
- Computer literate – extensive knowledge on MS Excel will be an added advantage
  - Able to work long and odd hours
  - Pleasant personality
- Location:** Engineering Department / Male 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 16<sup>th</sup> October 2017 (Monday)** 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)**

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