



BE A PART OF THE NATIONAL AIRLINE

REF NO: IAS/MIS/2024/180

DATE: 05th February 2024

CORPORATE TRAVEL COORDINATOR **HUMAN RESOURCES DEPARTMENT**

JOB REF NO: J/2024/20

Job Scope:

- Coordinating and assisting with Corporate Travel functions of the Company and ensuring the efficient administration of Business Visa services related to all Company Corporate travel.

Job Criteria:

- Minimum 03 pass in O'Level or a qualification in a related field
- Experience in Administration or Human Resources role will be an added advantage

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
- Discounts from selected vendors

*Terms and conditions of company health insurance policy applies

Location:

- Human Resources Department / IASL Corporate Headquarters

TO APPLY:

Email: careers@iasl.aero *

Deadline for Applications: 12th February 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.