



BE A PART OF THE NATIONAL AIRLINE

REF NO: IAS/MIS/2024/179

DATE: 05th February 2024

SUPERVISOR ADMINISTRATION HUMAN RESOURCES DEPARTMENT

JOB REF NO: J/2024/19

- Job Scope:**
- Supervise and monitor administrative functions, including handling correspondences and attending to customer queries, while also ensuring proper arrangements and support is provided for special events and functions of the Company.
- Job Criteria:**
- Diploma in Business Administration or a qualification in a related field
 - Minimum 04 years' experience in a similar role
- 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.