



BE A PART OF THE NATIONAL AIRLINE

REF NO: IAS/MIS/2024/565

DATE: 15th April 2024

REWARDS & BENEFITS COORDINATOR **HUMAN RESOURCES DEPARTMENT**

JOB REF NO: J/2024/47

- Job Scope:**
- Coordinating the preparation of employees' monthly compensation, maintaining payroll and benefits related documents and reports, assisting in the development of payroll related systems and processing benefits for employees in a timely manner.
 - 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 GCE O' Level passes above C grade in 03 subjects including English and Mathematics or equivalent qualification

- Salary & Benefits**
- MVR 11,500.00 – MVR 12,500.00
 - 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: 22nd April 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.

Shortlisted candidates will be notified via SMS.

*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.