



## BE A PART OF THE NATIONAL AIRLINE

**REF NO:** IAS/MIS/2025/1005

**DATE:** 19<sup>th</sup> March 2025

### **REWARDS & BENEFITS INTERN** **HUMAN RESOURCES DIVISION**

**JOB REF NO:** JA/2025/42

**Job Scope:**

- Assisting with the rewards & benefits team in preparation of employees' monthly compensation, maintaining payroll and benefits related documents and reports, and processing benefits for employees in a timely manner.
- Assisting with Corporate Travel team 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

**Location:**

- Human Resources Division / IASL Corporate Headquarters

**Deadline for Applications:** 26<sup>th</sup> March 2025

**Note:**

- \* Educational certificates must be accredited by MQA, if acquired from an overseas institution.
- \* **Only Maldivians** will be accepted for the above position and only shortlisted candidates will be notified.
- \* Inaccurate/incomplete and applications that do not meet the above requirements will be disqualified.
- \* For additional enquiries, please contact 3331268 or 3331292.

