



BE A PART OF THE NATIONAL AIRLINE

REF NO: IAS/MIS/2026/1082

DATE: 23rd July 2026

ADMINISTRATIVE COORDINATOR **ADMINISTRATION DEPARTMENT**

JOB REF NO: JA/2026/67

Job Scope:

- Provides administrative support to ensure smooth office operations, maintains records, and assists with communication and day-to-day office activities.

Job Criteria:

- Minimum 03 passes in O'Level including English or a qualification in a related field.
- Prior experience administration field 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:

Administration Department / IASL Corporate Headquarters

Deadline for Application: 1400hrs on 30th July 2026

Note:

- * Educational certificates must be validated 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
- * Interested candidates may apply through our online job portal by visiting Maldivian website (careers.maldivian.aero)
- * For additional enquiries, please contact 3331268 or 3331292.

