



BE A PART OF THE NATIONAL AIRLINE

REF NO: IAS/MIS/2025/828

DATE: 26th February 2025

REWARDS & BENEFITS COORDINATOR **HUMAN RESOURCES DIVISION**

JOB REF NO: JA/2025/26

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

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 Division / IASL Corporate Headquarters

Deadline for Applications: 05th 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.

