



BE A PART OF THE NATIONAL AIRLINE

REF NO: IAS/MIS/2025/069

DATE: 09th January 2025

OFFICE ASSISTANT ADMINISTRATION

JOB REF NO: JA/2025/02

Job Scope:

- Delivering and retrieving Company documents and packages to and from specified recipients or locations, while also maintaining cleanliness of the office premises.

Job Criteria:

- Minimum completion of Grade 8 or equivalent qualification
- Possessing 1 year of experience in a related 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 / IASL Corporate Headquarters

Deadline for Application: 16th January 2025

Note:

- * Educational certificates must be accredited by MQA, if acquired from an overseas institution.
- * 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.

