



BE A PART OF THE NATIONAL AIRLINE

REF NO: IAS/MIS/2025/1573

DATE: 03rd July 2025

ADMINISTRATIVE COORDINATOR COMMERCIAL DIVISION

JOB REF NO: JA/2025/80

Job Scope:

- Coordinating and managing all administrative functions within the commercial division, including developing and implementing administrative procedures, centralizing support requests, coordinating recruitments, managing budgets, handling contracts, maintaining archives, issuing FRA, coordinating external training, managing procurement and maintenance requests, preparing reports, and managing attendance-related matters.

Job Criteria:

- Minimum 03 Pass in O 'Level or a qualification in a related field
- Minimum 02 years' experience in administrative field will be an added advantage
- Diploma or Bachelors in Administration will be an added advantage

Benefits

- Health Insurance for employee 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: Commercial Division / IASL Corporate Headquarters

Deadline for Application: 10th July 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.

