



N A L A H I Y A

WE ARE HIRING **ADMIN & REALESTATE EXECUTIVE, MALE'** (TEMPORARY)

QUALIFICATIONS

- A'level or higher qualification
 - 3 years of work experience
 - Knowledge of MS Excel and MS Word
 - Driving license (mandatory)
 - Professional ethics and integrity
 - Pleasant personality
 - Fluent in written and spoken English and Dhivehi
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DUTIES & RESPONSIBILITIES

- Manage and Organize daily administrative operations
 - Manage office supplies stock and place orders
 - Attend to phone calls
 - Receive, sort and distribute communications
 - Check monitor payments, building maintenance, Tenant requests etc
 - Prepare reports and agreements
 - Prepare and submit documents, forms and payments to MIRA, Transport and other government offices
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REMUNERATION

Negotiable based on qualification & experience