



OFFICER – PROCUREMENT
(MALDIVIAN ONLY)

Requirements:

- Minimum O / A Level, Preferred: Any Diploma
- Should be fluent in both written and spoken English and Dhivehi with excellent communication skills.
- Should be Computer literate.
- Should be flexible, self-motivated, hardworking, disciplined, and with a high level of positive energy.
- Minimum 3-5 Years of Experience in procurement, supply chain, and finance
- Proficiency in MS Excel, Word, PowerPoint, and email writing.
- Hands-on experience in report making / MIS.

Key responsibilities:

- Execute daily tasks with a high level of accuracy and attention to detail.
- Maintain punctuality for all shifts, team meetings, and project deadlines.
- Adhere to company policies, workflows, and operational procedures.
- Collaborate professionally with team members and respect workplace guidelines.
- **New vendor Registration-** new vendor creation, vendor master data updating (Contact number, person details, mail id, category, bank details etc.) Circulate vendor master Monthly Basis.
- **Purchase Order Management & Documentation** - Coordinate with vendors to obtain quotes, negotiate prices, finalize commercial based on organizational requirements. Create, review, and manage purchase orders as per agreed SLA and approval process. Track orders and ensure timely delivery of goods and services. Ensure to share the approved PO copy with the supplier and stakeholders as well. Maintain accurate records of procurement transactions, Purchase orders, PR's, Quotation etc. for audit and compliances. Submitting documents to plant, finance and procurement teams on time. (Advance payments, Invoices, Delivery Documents and any other related documents)
- **Vendor & Stakeholder Coordination-** Material follow-ups for delivery and update in tracker. Weekly Discussion meeting with the stakeholders
- **MIS & Review** - Prepare the MIS and review to the reporting manager on a weekly basis. Share the Weekly Report with the stakeholders. Daily discussion in hurdle meeting. Monthly Performance review and discuss any challenges, and support.
- **Discipline & Reliability** - Prepare the MIS and review with the reporting Manager on weekly basis. Share the Weekly Report to the stakeholders. Daily discussion in hurdle meeting. Monthly Performance review and discuss any challenges, and support. Adheres to all company policies and regulations including Purchase policies, COA etc.

Salary:

- Salary Negotiable (based on qualifications and experience).

Other Benefits:

- 30 Days annual leave with pay per calendar year.
- 20 Days medical leave with pay per calendar year.
- Health insurance is covered by the company.

*Interested candidates please submit their Resume, Job letter, ID card copy, and copies of relevant certificates **on or before 15-Oct-2026, 17.00hrs** to admin@mawc.com.mv*

(Only short-listed candidates will be called for the interview)

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