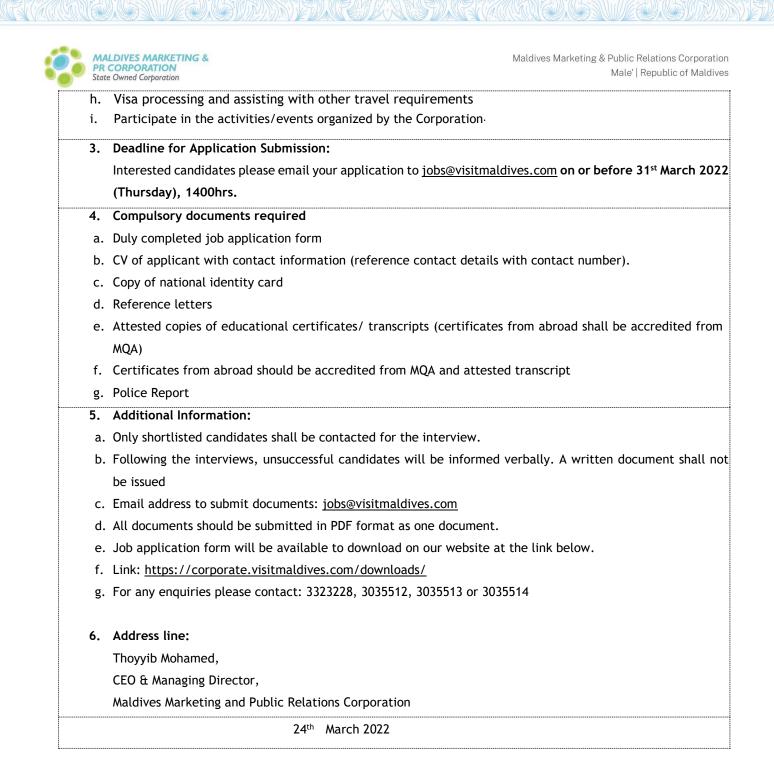


Maldives Marketing & Public Relations Corporation Male' | Republic of Maldives

Maldives Marketing & PR Corporation	
Male' / Maldives	
Announcement Number: (IUL)MMPRC-HR/1/2022/27	
JOB OPPORTUNITY	
Basic Salary (per month): MVR 8,284.00	
Service Allowance (per month): MVR 2,899.00	
Living allowance (per month): MVR 2,485.00	
 Technical Qualification Allowance / Supporting Qualification Allowance will be paid based on the highest qualification Level 9 and above: MVR 1,750.00 (Monthly) Level 7 & 8: MVR 1,250.00 (Monthly) Level 6 & below: MVR 7,50.00 (Monthly) Overtime and other allowance will be paid accordingly 	Position: Administrative Officer
Vacancies: 1	Department / Section: Admin Unit
Diploma (National Qualification level 5) with a minimum of 1 year experience.	
2. Key roles and responsibilities:	
 a. Carry out administrative tasks related to events organized by the Corporation b. Maintaining a list of all the vendor agreements and proper record keeping of it c. Undertake the responsibility of maintaining MMPRC registering logos, trademarks, and license. d. Preparation and coordinating office opening and closing schedule under the instructions of the supervisor 	
e. Coordinate and arrange general staff meetings as and when required and write meeting minutes and	
file them as per the advice of the supervisorf. Preparing and circulating letters, memos and reports and ensuring that everyone is kept current of necessary company information.	
g. Organize and maintain the electronic and manual filing system	
COLDEN YEAR- DOURISM 2022	PREVENT DOMESTIC VIOLENCE
	60) 332 3228 🗊 visitmaldives.com 🖄 info@visitmaldives.co
2nd Floor, Zonaria, Boduthakurufaanu Magu, 20057, Male', Republic of Maldives Compar	ny Reg No. C-0509/2011 🛛 🕅 🖪 🕑 🎷 🗇 @visitmaldive



👰 info@visitmaldives.com

🛅 댥 🕑 🝠 @visitmaldives

Company Reg No. C-0509/2011



🙊 2nd Floor, Zonaria, Boduthakurufaanu Magu, 20057, Male', Republic of Maldives