



## **STAFF VACANCIES**

To strengthen our valuable human resources, we are looking for dynamic and people oriented persons to recruit for the following positions in our organization.

### **The Job: RECEPTIONIST**

#### **Key Responsibilities:**

- Manage the PABX System in an effective manner and perform all duties pertaining to company's reception in an efficient, professional and courteous manner
- Communicate, liaise and respond verbally and in writing with customers, suppliers, visitors, enquirers, and relevant staff
- Direct all incoming and outgoing correspondences.

#### **Qualification and Experience:**

- Minimum GCE O'Level
- Experience of working at a reception/front office or similar

#### **Salary and Other Benefits:**

- An attractive remuneration package to suit the qualifications and experience.
- Health Insurance provided upon confirmation.
- We also hold out the prospect of rewarding career in rapidly expanding organization.

Applications, together with the curriculum vitae (CV/resume, covering letter, supported by two non-related referees should be mailed to ([info@mflc.com.mv](mailto:info@mflc.com.mv)) or submitted before 20<sup>th</sup> June 2019 to the address below. Only short listed candidates will be notified.

The Chief Executive Officer  
Maldives Finance Leasing Company Private Limited  
#04-01 Filigasdhoshuge  
Ameer Ahmed Magu  
Male' 20-094  
*(Only Maldivian nationals will be considered)*