



per month
Remuneration: MVR 5,000 per month
Service Allowance: MVR 4,000 per month

Working Hours: 14:00 - 22:00 or 13:00 - 21:00

Contract Period: 12 Months

Interested candidates may fill the Google Application Form before 13:00hrs of 04 January 2019.
Google Application Link and Position Description will also be available from 13:00hrs of 04 January 2019.
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	Administrative Officer
	Full time
	FET
	OI Campus, U
	25 December 2024
	4 January 2024

To ensure reliable, timely, and efficient administrative support is provided to the Head of the Faculty, academic staff, students, and related departments of the College.

Head of School, FET

MVR 5,000/-, Allowance: MVR 4,000/-

(Sunday to Thursday and Saturdays where necessary)

- o Provide administrative assistance to Coordinators, senior staff, and academic staff of the faculty.
- o Assist staff and students with FET-related reception services.
- o Prepare attendance sheets for classes.
- o Stay on call throughout the assigned class.
- o Prepare student attendance reports.
- o File processed entries and correspondence related to the faculty.
- o Request and provide stationeries to all faculty employees as needed.
- o Answer phone calls and re-direct calls as appropriate, taking messages.
- o Receive and deliver letters/paper bundles and mails.
- o Provide accurate information to students and other customers.
- o Stay informed and updated with program updates.
- o Prepare/draft documents such as letters, reports, minutes, and messages.
- o Ensure the faculty is always clean, hygienic, organized, and Tfd O 1962 Tm0 G007 JETQ EMC /Span AMCID 6enic, o 5.58

