

Ref. Number: 60-HRD/2025/147

Date: 12.05.2025

JOB OPPORTUNITY

We are seeking a reliable and professional receptionist to manage the reception and ensure a smooth, welcoming experience for all who interact with our organization.

Position Name	Admin Officer (Receptionist)
No. of Position	1
Worksite / Department	Head Office / Corporate Affairs
Salary & Benefits	<ul style="list-style-type: none"> Salary range: 11,000 – 12,500 Health insurance will be provided after probation Staff Privilege program
Job Responsibilities	<ul style="list-style-type: none"> Greeting and welcome visitors in a warm and professional manner Receive, sort, and distribute incoming mail and packages accurately and with efficiency Perform administrative tasks such as filing, photocopying and data entry Provide general information and assistance to clients, visitors and staff Assist other departments with administrative support as needed
Required Qualifications	<ul style="list-style-type: none"> 3 passes in O Level including English and Dhivehi
Preferred requirements	<ul style="list-style-type: none"> Should have knowledge in using Microsoft Office software Experience in a customer-facing related role Strong verbal and written communication skills Should have a pleasant, professional attitude with a calm and approachable manner under pressure
Deadline	19 th May 2025, 1230hrs
How to Apply	<p>Interested candidates please apply online through our job portal https://sto.mv/Career Only shortlisted candidates will be contacted for an interview You can contact us on 3012767</p>