



TRUST IS WHAT WE BUILD

We are **HIRING.**

ABOUT FEDO

Fedo Pvt Ltd is a pioneering company that operates construction projects in the Maldives. We are looking for an individual who possesses administrative experience in construction and operations management to grow with us.

ADMINISTRATIVE OFFICER

The Administrative Officer will oversee the day-to-day administrative tasks of Fedo in relation to meeting technical requirements, ensuring KPIs are accomplished and attaining the mandatory and desired quality outcomes of the tasks. The Administrative Officer will be an **entry-level** position and is expected to demonstrate good communications skills, both written and verbal, to contribute effectively to the team.

YOUR ROLES AND RESPONSIBILITIES

- Responsible for the day-to-day administrative tasks.
- Maintaining permits and approval, including receiving and forwarding communications.
- Responsible for all office paperwork, records, and overall customer service
- Visit the other organizations or construction sites, when required
- Contributing HR tasks, when needed.
- Scheduling and taking care of general clerical tasks.
- Preparing bids and proposals.
- Preparing and maintaining all the administrative documents.
- Applying and collecting documents, relevant organizations.
- Ensuring that the construction relevant or other permit is received on time.
- Ensuring that the document is completed on time or within duration.
- Documenting processes and keeping detailed administrative logs.
- Presenting administrative progress and updates to management as required.
- Responding to clients' queries on behalf of company by phone and email
- Taking inventory and ordering office supplies.
- Greeting visitors at the reception area, when required.
- Scheduling meetings, taking notes, and maintaining meeting minutes.
- Updating computer records.
- Maintaining office correspondences.
- Making travel arrangements for staff, if necessary
- Printing, photocopying paperwork and record keeping.

REQUIRED SKILLS, TRAITS, AND EXPERIENCE

- Diploma in Business and Administration or in relevant field.
- At least 2 years of experience in the relevant field of specialization.
- Advance proficiency in office management software and productivity applications.
- Good knowledge of construction industry regulations will be an advantage.
- Good administrative skills, office management skills, decision-making, and problem-solving skills.
- Good customer service skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to collaborate with a variety of stakeholders.
- Be flexible, empathetic, and ability to work well with others

REMUNERATION

Attractive salary based on qualification and experience.

Submit your CV and cover letter to: hr@fedo.mv

Only shortlisted candidates will be contacted.