



WE ARE HIRING

ADMIN ASSISTANT LEGAL DEPARTMENT

SALARY PACKAGE: NEGOTIABLE
LOCATION: RCC HEAD OFFICE

- **HANDLING ADMINISTRATIVE WORKS.**
- **ASSIST WITH LEGAL DOCUMENTS.**
- **SUPPORT ADMINISTRATIVE WORKS WITH TRIBUNAL MATTERS, LITIGATION AND COMPLIANCE DOCUMENTATION.**

REQUIREMENTS:

Completed GCE O Level.

Minimum 1 years' experience in the filed.

Possess a high desire of self- motivation and be able to work on own initiative.

Possess effective communication skills (Fluency in both English & Dhivehi language).

Customer oriented.

Good working knowledge of Microsoft office Excel, Word, Outlook.

APPLY NOW TO BE PART OF A DYNAMIC LEGAL TEAM SHAPING REAL ESTATE AND CONSTRUCTION COMPLIANCE.

Interested applicants may send their CV and Educational certificates to hr@rcc.com.mv