RCC
RASHEED CARPENTRY & CONSTRUCTION PVT. LTD.

Job Vacancy



Assist Manager, Administration

Key Responsibilities

- Ensure timely applications of projects related permits and follow up to obtain those.
- Staff and resources management of the department to optimise productivity output.
- Organize and maintain permit management records and documents for timely retrieval and transmission as and when needed.
- Regular liaison with various service providers cum agencies while being responsible for necessary communications (written, telephonic and in person) to obtain permits, approvals etc.

Qualification

Degree in a related field.

Experience

Management experience of 5 years.

Eligibility

For Maldivians Only

Apply now

Send your CV to

hr@rcc.com.mv

Remuneration

Negotiable (based on merit and experience).