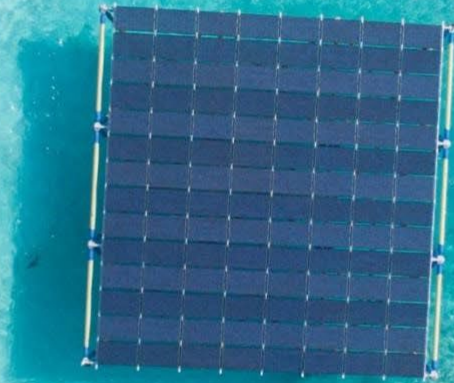


Swimsol

Job Description Logistics Officer



Swimsol Maldives Pvt. Ltd

H. Azum, 2nd Floor, Ameenee Magu, Male'
Tel. +960 9990850 – jobs@swimsol.com.mv

What we do Swimsol developed the world's first floating solar system for a marine environment. It provides solar energy for tropical island states like the Maldives where onshore space is scarce. The energy produced by Swimsol is non-polluting and, moreover, cheaper than the diesel generators commonly used on those islands.

What we want you for

We would like you to be our Male' Office Logistics Officer who will help us developing our business. In order to reach those goals, you will be responsible for the following tasks:

- Assist the Male' Office Manager in handling shipping documentation
- Manage ticket bookings and accommodation arrangements
- Facilitate the delivery of packages and letters within the Male' / Airport region
- Oversee the loading and unloading activities of vessels
- Travel to resorts to supervise the unloading of materials
- Sort and distribute incoming mail to appropriate areas and staff
- Work Permit and Visa related works of foreign employees
- Organize, manage, and update pertinent data using database applications
- Perform any other duties as assigned by the management

Our ideal candidate has

- Confidence and excellent communication skills
- G.C.E O-Level or higher
- Excellent command of written and spoken Dhivehi and English
- Enthusiasm for going the extra-mile and willingness to work in a multi-national team
- Experience: Candidates with experience in similar post in the field will be an added advantage

Our offer

- Negotiable based on qualifications and experience
- Variable allowance based on level of effort
- Health Insurance

Application Requirements

- Up-to-date resumé
- Clear copy of National ID card
- Educational Certificates
- Letter of employment from previous employer
- Police clearance
- Recent passport size photo

Interested candidates please send your application along with the above requirements to Head of Human Resources, Swimsol Maldives Private Limited: jobs@swimsol.com.mv before **22nd August 2024**.