

7th January 2019

Terms of Reference

Maldives Stock Exchange Company Pvt. Ltd is seeking a full time staff for the below mentioned position:

Title:	Senior Officer, Operations
Employer:	Maldives Stock Exchange Company Pvt. Ltd
Employment Type:	Fulltime
Salary:	MVR 10,000/-
Probation:	03 months
Minimal Qualifications:	Undergraduate Degree in Business Administration or Accounting with minimum 01 year work experience, OR Advanced Diploma in Business Administration, Accounting with minimum 03 years of work experience.
Interpersonal Skills:	Good command of language (Dhivehi/English)

Job Description:

- Administer daily trading operations of the Exchange.
- Administer day-to-day accounting and bookkeeping functions.
- Undertake administrative functions of the institution.
- Assist in all customer relations services of the company.
- Any other functions assigned by management.

Interested applicants please email CV to info@stockexchange.mv by 14th January 2019. For more information please contact : +960 330 6868