



Ref No: HDFC/IU/2018/7

January 31, 2018

CAREER OPPORTUNITY FOR CUSTOMER CARE/ ADMINISTRATIVE ASSISTANT - ADDU CENTER

Housing Development Finance Corporation (HDFC) PLC, established in January 2004, is the only specialized housing finance institution in the Maldives. HDFC is a privatized company with International Shareholders represented by International Finance Corporation (IFC of World Bank Group), Asian Development Bank and HDFC Investments Ltd. of India, jointly holding 51% of shares. HDFC is committed to creating a sustainable Home Mortgage program to fulfill the growing housing needs in the Maldives with a Quadruple Bottom Line of People, Planet, Principles of client protection and Profit. Our mission is to offer financial and social strength to all Maldivian citizens by providing home finance and other savings and investment products managed professionally and profitably to the highest standards, and to the complete satisfaction of all stakeholders.

In accordance with our business plans, HDFC PLC has a vacancy for the right candidate who can provide support to the ADDU Center of the company in the capacity of a Customer Care & Administrative Assistant

Job Title: CUSTOMER CARE AND ADMINISTRATIVE ASSISTANT

No. of position opened: 2

Major Responsibilities:-

Overall responsibilities include delivery of Services to Customers on HDFC Loan products and deliver comprehensive support for the day to day operations of the Center.

Required Qualification & Experience

- Diploma or GCE A*Level (03 Passes)
- Ability to deliver effective results, meet deadlines or targets
- Should be an effectual communicator verbally as well as through writing skills
- Ability to work under pressure
- Good people skills
- Competent with General Office Software

Salary

- Negotiable commensurate with qualifications and experience

Other Benefits

- Service allowance
- Fixed monthly Cost of Living Allowance
- Health Insurance Package

Place of work: ADDU Center, S. Hithadhoo

Term of Contract: 12 months (Renewable subject to performance review)

Interested candidates are requested to submit application (downloadable website: www.hdfc.com.mv) with CV, copy of ID card, copies of attested educational certificate and other supporting documents on or before **February 11, 2018** 2:30 pm to Addu Center in S. Hithadhoo or to HDFC Head Office in Male'. Only shortlisted candidates will be contacted for interview.

Human Resource Department
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