

TERMS OF REFERENCE

POSITION: ADMIN OFFICER - FRONT OFFICE

1. Background:

The Admin Officer for the Front Office is responsible for managing the day-to-day administrative tasks at the front desk of Noonu Atoll LAC LTD. This role serves as the first point of contact for our visitors and supports the administrative staff by handling office duties.

2. Objectives:

- Ensure efficient management of the front office area and related administrative tasks.
- Provide support to visitors and clients, ensuring a positive and professional office environment.

3. Responsibilities:

- Manage front desk operations, including guest reception and telephone enquiries.
- Assist in the coordination of front office activities and administrative support across departments.

4. Qualifications and Experience:

- Minimum 3 passes in O Level or Certificate or Diploma in the relevant field.
- At least 2 years of experience in a relevant administrative role.

5. How to Apply:

Interested candidates can send their CV, academic certificates, and ID card to hello@noonunaturally.com before 19th April 2024, 14:00.



TERMS OF REFERENCE

POSITION: ADMIN OFFICER - PUBLIC RELATIONS

1. Background:

The Admin Officer for Public Relations is tasked with managing the public communication and relationship efforts of Noonu Atoll LAC LTD. This role is crucial in shaping the public image and engagement strategies of the company.

2. Objectives:

- Develop and implement strategies to enhance the public image of the company.
- Manage media relations and maximize opportunities for positive exposure in various media outlets.

3. Responsibilities:

- Handle all aspects of planned publicity campaigns and PR activities.
- Prepare and distribute press releases, liaise with media, and handle enquiries from the public

4. Qualifications and Experience:

- Minimum 3 passes in O Level or Certificate or Diploma in the relevant field.
- At least 2 years of experience in a relevant administrative role.

5. How to Apply:

Interested candidates can send their CV, academic certificates, and ID card to hello@noonunaturally.com before 19th April 2024, 14:00.

