

JOB VACANCY

HDC(161)-HR/IU/2020/168
10th September 2020

**Assistant Product Development Officer
Business Development, Marketing & Sales****MINIMUM QUALIFICATION & REQUIREMENT**

1. A'Level 3 Passes. (OR)
2. O'Level 5 Passes (Including English & Dhivehi) with minimum 2 years' experience in relevant field.

OVERALL SCOPE

Providing comprehensive administrative support in carrying out product development function of the Corporation.

SCOPE OF WORK

- Carryout the product development activities under the direction of Supervisor.
- Assist in develop, review, amend and implement policies and SOP's related to product development function on a timely manner as instructed by HOD.
- Assist in conducting market analysis and survey on products to identify trends, need for product development and develop product ideas.
- Assist in conducting market research of the products in development stage and determine expected customer satisfaction and product performance.
- Assist in formulation of strategies to drive company's product offerings and work to achieve the strategic plans established to reach sales target.
- Prepare reports by collecting, analyzing and summarizing the information as directed by the supervisor.
- Conduct regular research, keep up with trends and best practices.
- Assist in preparation of product development budget.
- Build and maintain a strong relationship with the customers.
- Assist to prepare request for Proposals (RFP's) and bidding documents for commercial projects and implement transparent processes.
- Maintain good knowledge of Company's products and services.

JOB SKILLS AND SPECIFICATIONS

- Considerable basic knowledge of principles of sales, product development and marketing.
- Should be well organized, detail-oriented, forward thinking and proactive.
- Should possess good writing skills, presentation skills and communication skills.
- Ability to manage multiple projects and work to meet tight deadlines.
- Should be able to work as an individual and as a flexible team player.
- Should be able to prioritize tasks and manage one's own time effectively.

SALARY PACKAGE:

Gross Salary between 10,800.00 to 12,900.00 based on qualification and experience.

Application Process:

Send the Job application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/woxd6s>). For any additional queries please contact to 3355305.

Application Deadline:

Date: 16th September 2020 (Wednesday)

Time: 14:00hr