

WE'RE HIRING

Office Administrator / GRO

1 Position | Foreign Nationals

Organised and detail-oriented? We're looking for an Office Administrator / GRO to manage our day-to-day administration and deliver warm, professional service to our guests and visitors.

About us:

Osvana Group operates the Maldives' first island-to-island zipline and Vahmaafushi Picnic Island, which we're growing into a true adventure island with exciting new experiences on the way. Our goal: to give every guest an experience like no other.

Your responsibilities:

- Manage day-to-day office administration, filing and records
- Welcome guests and visitors, and handle enquiries, bookings and requests
- Respond to guest feedback and complaints to ensure a positive experience
- Prepare correspondence and reports, and support HR documentation

What we're looking for:

- Experience in office administration, guest relations or front office
- Excellent communication and interpersonal skills with a guest-focused attitude
- Strong organisational skills and attention to detail
- Proficient in MS Office with good written and spoken English
- Flexible and willing to support other departments as part of our multi-skilled team

What we offer:

- Competitive salary
- Hands-on experience and career growth
- A friendly, collaborative team

How to apply: Send your CV to hello@osvanagroup.com with the subject "Office Administrator / GRO" by 20th October 2026.