WE ARE HIRING!

We need a passionate and motivated person to join our team

ADMIN ASSISTANT x 1 (Maldivians Only)

QUALIFICATIONS

- Minimum G.C.E O' Level
- Good communication skills
- Excellent knowledge of Microsoft Office
- Fluent in Dhivehi and English.
- Preferably with relevant work experience

KEY DUTIES AND RESPONSIBILITIES

- Organize meetings, conferences, and travel arrangements.
- Answer phone calls, emails, and correspondence in a professional manner.
- Monitor office supplies inventory and place orders when necessary.
- Coordinate communication between departments.
- Handle incoming and outgoing mail and courier services.
- Provide general administrative support to the company
- Coordinate with different departments to support day-to-day administrative requirements.
- Other administrative tasks to support the office.
- Visit relevant government agencies, regulatory authorities, and business offices to complete documentation, submit applications, process permits, and handle administrative requirements.

SALARY

- Starting 9,000 (including Allowance)

TO APPLY:

- Email your application to hr@mamnuz.com.mv
- Documents Required: CV / National ID / Education Certificates / Experience Letters / Passport-size Photo

About Us

We specialize in supplying medical equipment, instruments, and consumables to hospitals, clinics, and health centers across the Maldives.

APPLY ON OR BEFORE 30th November 2026

Only shortlisted candidates will be contacted

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