

BUILD YOUR CAREER WITH US!

JOIN OUR TEAM AND TAKE THE NEXT STEP IN YOUR PROFESSIONAL JOURNEY

HUMAN RESOURCES ASSISTANT

REDWAVE HEAD OFFICE

KEY RESPONSIBILITIES

- ASSIST WITH THE DAY-TO-DAY OPERATIONS OF THE HR FUNCTION AND DUTIES
- MAINTAIN AND UPDATE EMPLOYEE RECORDS, ENSURING COMPLIANCE WITH HR POLICIES, PROCEDURES, AND REGULATORY REQUIREMENTS
- COORDINATE THE ONBOARDING PROCESS FOR NEW EMPLOYEES, ENSURING A SMOOTH AND WELCOMING TRANSITION INTO THE ORGANIZATION
- SUPPORT PAYROLL PREPARATION
- RESPOND TO INTERNAL AND EXTERNAL HR-RELATED INQUIRIES OR REQUESTS AND PROVIDE ASSISTANCE AS NEEDED
- COLLABORATE WITH OTHER DEPARTMENTS TO SUPPORT HR INITIATIVES AND COMPANY OBJECTIVES

QUALIFICATIONS

- DIPLOMA OR HIGHER IN HUMAN RESOURCES, BUSINESS ADMINISTRATION, OR A RELATED FIELD
- PROFICIENCY IN MICROSOFT OFFICE SUITE
- STRONG COMMUNICATION AND INTERPERSONAL SKILLS, WITH THE ABILITY TO MAINTAIN CONFIDENTIALITY AND PROFESSIONALISM
- PRIOR EXPERIENCE WORKING WITH THE XPAT SYSTEM IS PREFERRED
- DETAIL-ORIENTED WITH STRONG ORGANIZATIONAL AND TIME MANAGEMENT SKILLS
- PREVIOUS EXPERIENCE IN AN HR SUPPORT ROLE IS AN ADDED ADVANTAGE

SALARY

MVR 12,000

TO APPLY

EMAIL ID CARD COPY, CV & CERTIFICATES TO **HR@REDWAVEMALDIVES.COM** OR SUBMIT THE DOCUMENTS TO REDWAVE OFFICE, H. FASHAN, 4TH FLOOR, THANDIRAIYMAA GOALHI, MALE' (OFFICE HOURS 8:00HRS - 16:00HRS)

FOR MORE INFORMATION

☎ 333 6875 | 332 6875

✉ **HR@REDWAVEMALDIVES.COM**



LARGEST SUPERMARKET CHAIN IN THE MALDIVES