

WE'RE HIRING

ADMINISTRATIVE COORDINATOR



Location: Souvenir Marine Operations, Male'

Employment Type: Full-Time

Key Responsibilities:

- Maintain accurate vessel, registration, licensing, insurance and certification records, including expiry and renewal tracking.
- Coordinate registrations, permits, renewals and regulatory documentation with relevant authorities and service providers.
- Maintain customer contracts, rental/charter agreements, quotations and commercial documentation.
- Coordinate invoicing and revenue documentation, ensuring Finance receives complete and accurate supporting records.
- Maintain procurement, supplier, maintenance and repair documentation and support related administrative processes.
- Maintain employee, training, certification, attendance and leave records provided by Operations and HR.
- Establish and maintain an effective electronic and physical records management system, ensuring confidentiality and easy retrieval.
- Prepare administrative reports, expiry dashboards and status updates, and escalate overdue or high-risk documentation.

Requirements:

- 3 pass in GCE O'Level
- Diploma or Bachelor's Degree in Business Administration, Office Administration, HR, Logistics, Maritime Administration or a related field; is preferred
- Minimum relevant experience in administration, fleet administration, logistics, marine administration or a similar role.
- Experience with regulatory documentation, insurance, contracts, records management and expiry tracking is desirable.
- Good proficiency in Microsoft Office/Excel, document management, communication and administrative coordination.

Key Competencies: Administration & Organization | Documentation & Records Management | Communication & Coordination | Digital & Data Management Confidentiality & Problem Solving

Salary: Negotiable

Key Attribute: Organization | Accuracy | Reliability | Confidentiality | Proactivity

INTERESTED CANDIDATES CAN APPLY AT:

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