

## **JOB OPPORTUNITY- HR AND ADMIN ASSISTANT**

### **Job Description:**

We are seeking a dynamic and detail-oriented individual to join our team as a HR and Admin Assistant.

### **Responsibilities:**

- Assist with recruitment, including posting vacancies, scheduling interviews, and communicating with candidates.
- Assist with the preparation of employment contracts, letters, notices, and other HR documents.
- Maintain and update employee records and personnel files.
- Assist with employee onboarding and preparation of required documentation.
- Monitor employee attendance, leave, and related records.
- Assist with performance appraisal and employee evaluation processes.
- Maintain records of warnings, disciplinary actions, confirmations, and other employee-related documents.
- Assist with staff training arrangements, schedules, and training records.
- Support the implementation of company HR policies and procedures.
- Plan and Schedule training sessions and inspections for clients
- Provide general administrative support to the company and HR department.
- Coordinate with different departments to support day-to-day administrative requirements.
- Other administrative tasks to support the office

### **Qualifications:**

- Minimum 3 passes in GCE O' Level including English.
- Minimum 1 year work experience in HR and Admin.
- Should be familiar in Microsoft Office applications.
- Excellent attention to detail and organizational skills

- Effective communication and teamwork abilities
- Knowledge of principles and practices of basic office management

**Remuneration:**

MVR 8,000/- - MVR 10,000/- (negotiable based on qualification and experience).

**How to Apply:**

Interested candidates can submit their documents listed below to [hr@gfsmaldives.com](mailto:hr@gfsmaldives.com) . Please include "HR and Admin Assistant Application" in the subject line.

**Documents to be submitted:**

1. CV
2. Academic Certificates
3. Reference Letters
4. National ID
5. Police Report

**Place of Employment:**

GFS Head Office, Lot-10141, 2nd Floor, Nirolhu Magu, Hulhumale'

Only short-listed candidates who are **locals** will be contacted for interviews

Application Deadline: **12-09-2026 14:00hrs**

Global Fire Services Pvt Ltd is an equal opportunity employer. We encourage candidates from all backgrounds to apply.

Join our team and be a key contributor to the success of our growing company!

September 05, 2026