

WE ARE HIRING!

PROJECT OFFICER

Location: Male'

Salary Range: MVR 12,000 - 14,000

Job Description

- Assist with day-to-day project coordination and administration
- Monitor project progress, schedules, pending tasks and deadlines
- Coordinate with site teams, suppliers, subcontractors and internal departments
- Maintain project files, drawings, reports, correspondence and other documentation
- Assist in preparing project reports, quotations, material requirements and related documents
- Review and understand civil, architectural and project drawings
- Prepare and make minor amendments to drawings using AutoCAD/CAD software when required
- Assist with BOQs, quantity checking and material coordination
- Prepare emails, letters, meeting notes and progress updates on projects
- Follow up on materials, approvals, deliveries and other project requirements
- Assist management with project planning and general project coordination
- Conduct weekly site visits to monitor progress and coordinate with site teams
- Carry out other project-related administrative and technical duties as required

Educational, Skills & Experience Requirements

- Diploma in Civil Engineering, Construction Management, Project Management or a related field
- 1 - 2 years of relevant experience in construction, project coordination, site supervision or project administration preferred
- Fresh graduates with strong technical knowledge and relevant internship experience may also be considered
- Able to read and understand basic civil and architectural drawings
- Able to use AutoCAD/CAD software
- Good knowledge of Microsoft Office, particularly Excel and Word
- Good written and verbal communication skills
- Strong organizational, coordination and follow-up skills
- Ability to work independently and manage multiple tasks
- Must be willing and able to travel for regular site visits to project locations across the Maldives

How to Apply:

Send your CV, NID copy, Police Report, and Educational Certificates to

hr@altecmaldives.com

Application deadline: 22 September 2026

For more info: 334 3997