

HUMAN RESOURCE OFFICER

Apollo Holdings is a premier construction material supplier, real estate developer and logistics provider. For more information, please visit <https://www.apolloholdings.com.mv/>.

We are looking for a dynamic, motivated, disciplined, and self-reliant individual to lead our team. If you believe you have the requisite education, experience and an out-going personality apply now.

Work Location: Apollo Head Office, Male'

Preferred Gender: Female

No. of posts: 1

Responsibilities

- Manage the recruitment and selection process
Implement and oversee an employee performance system that drives high performance
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management
- Developing programmes that enhance employee relations

Experience and Qualifications*

- At least 3 years of experience in a similar role
- Associate Degree in HR or an equivalent qualification

Skills

- Proficiency in spoken and written Dhivehi and English.
- Excellent knowledge of MS Office suite including MS Windows.
- Knowledge of office management systems and procedures.

Perks

- Salary: MVR 10,000 – 12,000 (negotiable based on qualification and experience)

* Only shortlisted candidates will be called for an interview. Preference will be given to candidates having more experience and higher educational/vocational qualifications.

APPLY NOW

If you believe you are a fit send your credentials to careers@apolloholdings.com.mv or drop hard copy to (please quote the reference number above in your application)

Apollo Holdings Pvt. Ltd.

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