



WE ARE HIRING

JOIN OUR TEAM



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ADMIN & HR OFFICER



POSITION

We are looking for a responsible, organized and professional individual to join our team and manage the day-to-day administrative and HR functions of our new fragrance boutique.



REQUIREMENTS

- Maldivian
- Good knowledge of Microsoft Office and basic administrative software.
- Ability to maintain confidentiality and handle sensitive information.
- Able to handle confidential information professionally.
- Previous administrative/HR experience preferred.
- Responsible, reliable, and well-organized.



KEY RESPONSIBILITIES

- Manage daily administrative tasks and office operations.
- Maintain employee records, documents, and HR files.
- Assist with recruitment, onboarding, and staff coordination.
- Monitor attendance, leave, and staff schedules.
- Support management with day-to-day administrative and HR requirements.

Valid until 30 September 2026



SEND YOUR CV

ainikbrothers@gmail.com



LOCATION

Maldives



MORE INFO

WhatsApp: 9282958



MALDIVIANS ONLY

