

LYCAN PVT LTD

NOW HIRING

We're looking for an

Administrative Officer

SALARY

**MVR 12,000 –
17,000**

per month

WORKING STYLE

**Flexible
working**

conditions

WHAT YOU'LL DO

- Office administration & records
- Meeting schedules & calendars
- Supplies, vendors & logistics
- Correspondence, emails & calls
- Letters, reports & documents
- Support management & teams

Send your CV along with relevant documents to

info@lycanmv.com

Only shortlisted candidates will be contacted.