



Job Vacancy

HR Executive

Main Requirements

- Handle day-to-day HR and administrative tasks, ensuring smooth and efficient HR operations.
- Manage and maintain accurate and up-to-date employee records, files, and documentation.
- Assist in the complete recruitment process, including preparing job vacancies, screening candidates, arranging interviews, and coordinating the onboarding process.
- Handle **Expatriate (Xpat) employee-related matters**, including documentation, records, and coordination of required processes.
- Prepare and maintain HR-related documents, letters, contracts, and other employee correspondence.
- Assist with employee attendance, leave records, and other HR-related administrative matters.
- Coordinate with different departments regarding employee-related matters and provide HR support as required.
- Ensure proper filing and maintenance of both HR and administrative documents
- Maintain confidentiality of employee information and HR-related matters.
- Support the implementation and communication of company policies, procedures, and HR practices.
- Ability to work independently, take responsibility for assigned tasks, and manage multiple HR and administrative duties.
- Work collaboratively with all departments and maintain good working relationships with employees and management.

Minimum Qualification & Experience

- G.C.E. Advanced Level (A-Level) qualification.
- 1–2 years of experience in a related field will be an added advantage.
- Knowledge and experience in handling **(Xpat) matters**.
- Excellent communication and English writing skills
- Strong computer literacy skills
- Responsible, confidential, organized, and detail-oriented.

Salary Package

MVR 15,000 to 18,000

(Based on experience)

Work Site

Hulhumale'