

WE ARE HIRING



ADMINISTRATIVE ASSISTANT

Job Description :

- As an Administrative Assistant at ADK Company, you will play a crucial role in ensuring the smooth operation of our office. Your responsibilities will include keeping our filing system up-to-date, drafting letters, maintaining routine correspondence, and helping with various administrative tasks such as work permit processing and office maintenance.

Requirements :

- GCE A/L with 3 passes or successful completion of GCE O/L.
- 1-2 years of experience in a related field will be an added advantage.
- Excellent command of both English & Dhivehi – Verbal and written.
- Knowledge of Xpat and Visa Procedure.
- Proficiency in Microsoft Office applications.
- Ability to maintain routine correspondence and draft appropriate responses.
- Enthusiastic and physically fit to work.
- A motivated team player with exceptional interpersonal skills.

Benefits :

Take Home Salary from MVR 10,000 – MVR 13,000.
Medical benefits. Other company perks and benefits.

How to apply :

If you meet the above mentioned requirements and are ready to embark on an exciting career journey with us, we invite you to apply! Please send your resume, Educational Certificates, Employment Reference Letters, National ID Card, and a recent Photograph

Before : 17th October 2026

Send in your CV to cv@adkcompany.com