

Job Opportunity

Silver Sands is the leading company that provides dive, water sports and excursions in the Maldives, offering its services to 16 luxury resorts in the Maldives.

HR & ADMIN OFFICER (LOCAL)

We are seeking a highly motivated, energetic, and self-disciplined team member to join our Human Resources & Administration Department.

MAIN RESPONSIBILITIES

- **Recruitment & Onboarding:** Drafting job ads, screening CVs, scheduling interviews, and preparing offer letters.
- **XPAT System:** Manage expatriate procedures including work permits, visas, and travel arrangements.
- **Employee Records:** Maintaining up-to-date physical and digital files for all staff (contracts, ID copies, and certificates).
- **Attendance & Payroll:** Tracking daily attendance, managing leave requests (annual, sick, or medical), and preparing data for monthly salary processing.
- **Performance Tracking:** Assisting managers with staff evaluations and probation completions.

REQUIREMENT / QUALIFICATION

- Completion of O' Levels
- Experience in XPAT system will be an added advantage
- At least 1 year of relevant work experience in HR & Admin role preferred.
- Strong Communication and Organizational skills.
- Basic computer proficiency and Able work independently and multi-task.
- Willingness to learn and develop in the HR field.

WHAT WE OFFER

- Attractive compensation package.

INTERESTED CANDIDATES PLEASE SEND YOUR CV TO
jobs@silversands.com.mv

APPLICATION DEADLINE: 13th October 2026