

HUMAN RESOURCE OFFICER

Apollo Holdings is a one of the leading construction material suppliers, logistics providers and a premier real estate developer. For more information, please visit <https://www.apolloholdings.com.mv/>.

We invite applications from dedicated, self-motivated, and career-focused individuals who are disciplined, self-reliant, and eager to contribute to our Human Resources team.

Work Location: Apollo Head Office, Male'

Preferred Gender: Female

No. of posts: 1

Responsibilities

- Assist in maintaining employee files and personnel records
- Assist in maintaining quota, visa, work permit process and documentation
- Assist in managing the recruitment and selection process
- Assist in managing the payroll process
- Assist in managing the leave process
- Assist in preparing HR reports and management information

Experience and Qualifications*

- Minimum 2-3 years of experience in a similar role performing the above tasks
- A professional qualification in HR (diploma or degree is preferred)

Skills

- Proficiency in spoken and written Dhivehi and English.
- Excellent knowledge of MS Office suite including MS Windows.
- Excellent interpersonal skills and good communication skills.
- Knowledge of office management systems and procedures.
- Detail-oriented individual who can work independently with minimum supervision

Perks

- Salary: MVR 10,000+ (negotiable based on qualification and experience)

* Only shortlisted candidates will be called for an interview. Preference will be given to candidates having more experience and higher educational/vocational qualifications.

APPLY NOW

If you believe you are a fit send your credentials to careers@apolloholdings.com.mv or drop hard copy to (please quote the advert reference above in your application)

Apollo Holdings Pvt. Ltd.

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