Reference No: (JBL)GFS/HRM/2026/013

GLOBAL FIRE SERVICES

JOB OPPORTUNITY- CORDINATOR

Job Description:

We are seeking a dynamic and detail-oriented individual to join our team as a Cordinator.

Responsibilities:

- Coordinate and monitor daily operational activities to ensure smooth workflow across departments.
- Assist in scheduling, planning, and overseeing Training Department, ensuring deadlines and company standards are met.
- Maintain accurate records, reports, and documentation related to training and logistics.
- Communicate effectively with internal teams, supervisors, and clients to support operational needs.
- Identify and report operational challenges, proposing solutions to improve efficiency.
- Other administrative tasks to support the office

Qualifications:

- Minimum 3 passes in GCE O' Level including English.
- Minimum 1 year work experience in any relevant field.
- Should be familiar in Microsoft Office applications.
- Excellent attention to detail and organizational skills
- Effective communication and teamwork, and leadership abilities
- Knowledge of principles and practices of basic office management

Remuneration:

MVR 8,000/- **-** MVR 10,000/-

How to Apply:

Interested candidates can submit their documents listed below to hr@gfsmaldives.com . Please include "Cordinator Application" in the subject line.

Documents to be submitted:

1. CV
2. Academic Certificates
3. Reference Letters
4. National ID
5. Police Report

Place of Employment:

GFS Head Office, Lot-10141, 2nd Floor, Nirolhu Magu, Hulhumale'

Only short-listed candidates who are **locals** will be contacted for interviews

Working Hours: 08:30 - 16:30

Application Deadline**: 08-11-2026 14:00hrs**

Global Fire Services Pvt Ltd is an equal opportunity employer. We encourage candidates from all backgrounds to apply.

Join our team and be a key contributor to the success of our growing company!

November 01, 2026