Reference No: (JBL)GFS/HRM/2026/014

GLOBAL FIRE SERVICES

JOB OPPORTUNITY- HR AND ADMIN ASSISTANT

Job Description:

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

Responsibilities:

- Assist with recruitment, including posting vacancies, scheduling interviews, and communicating with candidates.
- Assist with the preparation of employment contracts, letters, notices, and other HR documents.
- Maintain and update employee records and personnel files.
- Assist with employee onboarding and preparation of required documentation.
- Monitor employee attendance, leave, and related records.
- Assist with performance appraisal and employee evaluation processes.
- Maintain records of warnings, disciplinary actions, confirmations, and other employee-related documents.
- Assist with staff training arrangements, schedules, and training records.
- Support the implementation of company HR policies and procedures.
- Plan and Schedule training sessions and inspections for clients
- Provide general administrative support to the company and HR department.
- Coordinate with different departments to support day-to-day administrative requirements.
- Other administrative tasks to support the office

Qualifications:

- Minimum 3 passes in GCE O' Level including English.
- Minimum 1 year work experience in HR and Admin.
- Should be familiar in Microsoft Office applications.
- Excellent attention to detail and organizational skills

- Effective communication and teamwork abilities
- Knowledge of principles and practices of basic office management

Remuneration:

MVR 8,000/-

How to Apply:

Interested candidates can submit their documents listed below to hr@gfsmaldives.com . Please include "HR and Admin Assistant 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 – 12:00

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