FANTASY
foods for paradise

About Fantasy

Fantasy is a leading name in the FMCG – Food Services industry, catering to luxury resorts, airline lounges, restaurants, cafés, and local grocers for over 30 years. Our Fantasy Store is renowned for offering premium food products, ensuring quality and freshness at every step.

The Role

We are looking for a highly organized, proactive Personal Assistant to help the COO stay on top of priorities, turn decisions into action, and focus on operations and business development.

Scan to email your CV

HOW TO APPLY

Send your updated CV to

hrteam@fantasy.com.mv

WhatsApp & Viber

737-4210

Fantasy (Pvt) Ltd.
1st Floor M. Velaaluge, Fareedhee Magu., Male' 20214, Republic of Maldives

WE ARE HIRING

Personal Assistant

To the Chief Operating Officer (COO)

Maldivians preferred

KEY RESPONSIBILITIES

- Track actions and deadlines: maintain the action list and follow up with department heads to keep priorities moving.
- Handle correspondence: draft emails, letters and presentations in professional English.
- Support supplier and customer coordination: meetings, product sample follow-ups, chef visits, training sessions and resort demonstrations.
- Manage the COO's schedule: meetings, appointments and resort visits.
- Prepare meetings: gather information, prepare agendas, take minutes, and circulate action points once validated.
- Compile management reports: sales figures, operational updates and KPIs for internal review.
- Act as the COO's focal point across departments: Sales, Procurement, Finance, Operations, HR, Fantasy Store, Bakery and Hortifarm.
- Maintain organized records: quotations, presentations and correspondence, kept accessible and up to date.
- Manage confidential commercial, financial and personnel information with discretion, and bring urgent matters to the COO for decision.
- Arrange travel and logistics: flights, accommodation, transfers and visitor itineraries.

REQUIREMENTS

- ✓ Bachelor's Degree in Business Administration, Management, Secretarial Studies or a related field
- ✓ 3–5 years' experience in a similar personal assistant or executive support role
- ✓ Exceptional attention to detail, with a careful and methodical approach to every item
- ✓ Proven ability to follow up on actions and deadlines, and keep management updated
- ✓ Proficiency in Microsoft Office / Microsoft 365 (Word, Excel, PowerPoint, Outlook)
- ✓ Strong organizational, time-management and communication skills, with good written and spoken English
- ✓ Professionalism, integrity and discretion

REMUNERATION

- Competitive salary (negotiable)