WE ARE HIRING

SENIOR HR EXECUTIVE (MALDIVIAN)

We are looking for a motivated, experienced, & detail-oriented local candidate to join our Human Resources team.

Requirements

- Degree, Diploma or Certificate in Human Resource Management, Business Administration, or a related field.
- Relevant professional HR qualifications will be an added advantage.
- Good knowledge of MS Office applications and HR/ERP systems.
- Minimum 3 years of relevant HR experience is preferred.
- Previous experience working with the Xpat System is highly preferred.
- Excellent written & verbal communication skills in English.
- Age between 25–35 years.

Key Responsibilities

- Manage and handle the full functionality of the Xpat System, including employee registration, work permit processing, visa-related matters, renewals, and other expatriate employment procedures.
- Manage and maintain employee information, records, and HR transactions within the ERP system.
- Ensure accurate data management, regular system updates, and proper maintenance of HR databases.
- Provide administrative support for day-to-day HR operations.

Salary: Negotiable, based on experience and qualifications

Interested candidates email your CV along with relevant qualifications to: *hr1@pestexmaldives.com*

Deadline: 30th November 2026