CAREER OPPORTUNITY

Ref: HR-RA/2026/011

ADMINISTRATOR

Apollo Holdings is a premier construction material supplier, real estate developer and logistics provider. For more information, please visit https://www.apolloholdings.com.mv/.

We are looking for a dynamic, motivated, disciplined, and self-reliant individual to join our team. If you believe you have the requisite education, experience and an out-going personality apply now.

Work Location: Apollo Head Office, Male'

Preferred Gender: NA **No. of posts:** 1

Responsibilities

- Review and update existing contracts
- Stay up-to date with legislative changes and coordinate with the legal department as needed
- Ensure all deadlines and conditions described on contracts are met (e.g. payments and shipping)
- Maintain organized system of physical and digital records.
- Liaise with government agencies to resolve or communicate issues.

Experience and Qualifications*

- At least 3 years of experience in a similar role
- A Level or an equivalent qualification
- Diploma in Law or paralegal studies or a similar program is an added advantage.

Skills

- Proficiency in spoken and written Dhivehi and English.
- Excellent knowledge of MS Office suite including MS Windows.

Perks

- Salary: MVR 15,000 (**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 reference number above in your application)

Apollo Holdings Pvt. Ltd.

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