CAREER OPPORTUNITY

APOLLO
HOLDINGS PVT. LTD.

Ref: HR-RA/2026/23

PROCUREMENT OFFICER

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: Male **No. of posts:** 1

Responsibilities

- Short list, on board, evaluate and monitor supplier performance
- Managing the daily procurement activities and researching potential vendors as needed.
- Compare and evaluate offers from suppliers and negotiate for better rates.
- Short list, on board, evaluate and monitor supplier performance
- Track orders and ensure timely delivery.
- Review the quality of the purchased products.
- Prepare reports on purchases, including cost analyses

Experience and Qualifications*

- At least 1 years of experience in a similar role*
- Minimum O/Level, A Level, Diploma or Degree in a related field is preferred.

Skills

- Proficiency in spoken and written English and Dhivehi.
- Excellent knowledge of MS Office suite.
- Knowledge of office management systems and procedures.

Perks

- Salary: MVR 8,000 – 10,000 (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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