Zero Private Limited, 3rd Floor, H. Azum, Ameenee Magu, Malé 20054, Maldives.
Tel: +960 9900105 Email: info@zeromaldives.com Website: zeromaldives.com

JOB VACANCY

We are looking for a hard-working and enthusiastic individual to join our company in the following role.

Position: **Senior Projects Coordinator**

No. of Vacancies: **1**

POSITION DETAILS

Department	Works
Employment Type	Full-Time, Permanent
Location	Office & Work Sites, Republic of Maldives
Compensation	MVR 18,000 – 22,000 (Basic salary + Allowances)
Reports to	Head of Construction

Senior Projects Coordinator

Key Responsibilities

- Coordinate day-to-day site activities with site supervisors and monitor progress against plan.
- Plan and arrange the labor distribution for the following day across sites and work fronts.
- Coordinate with sub-contractors and vendors on scope, schedules, deliveries and site access.
- Coordinate maintenance activities within existing buildings, including liaison with building users or management to minimize disruption.
- Prepare, update and maintain project schedules using MS Project, and report delays and recovery actions.
- Monitor daily and weekly progress reports, manpower records and meeting minutes.
- Follow up on material requisitions, equipment and logistics to avoid work stoppages.
- Support compliance with health and safety requirements and project quality standards.
- Escalate issues, risks and variations promptly to the Head of Construction.

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Educational Qualifications

- Degree in Civil Engineering, Construction Management or a related construction discipline.

Experience

- Minimum four (4) years of relevant experience in the Maldives construction industry (mandatory).
- Proven experience coordinating site supervisors, sub-contractors and vendors.

Skills

- Proficiency in AutoCAD.
- Proficiency in MS Project, including scheduling and progress tracking.
- Proficiency in MS Office tools (Word, Excel, Outlook, PowerPoint).

Key Competencies

- Strong planning, organizational and time-management skills.
- Clear written and verbal communication in English.
- Ability to manage multiple sites and priorities, and to work under pressure.
- Willingness to travel or work in project sites, including island locations, as required.

Benefits:

- Negotiable based on qualifications and experience
- Variable allowance based on level of effort
- Health Insurance
- Staff Development Trainings

How to Apply:

Interested candidates are invited to send their most recent CV, Educational Certificates, and Experience Letters by **28th November 2026** to **hr@zeromaldives.com**