CAREER OPPORTUNITY

APOLLO
HOLDINGS PVT. LTD.

Ref: HR-RA/2026/22

ADMINISTRATIVE 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: Female **No. of posts:** 2

Responsibilities

- Assist in maintaining and updating company records
- Assist in organizing filing systems for company documents.
- Assist in scheduling appointments, meetings, and events.
- Assist in creating correspondence.
- Assist in preparing the required legal paperwork and permits.
- Assist in creating reports and memos for senior-level staff as needed.
- Assist in liaising with government institutions and service providers, and processing requests or applications.

Experience and Qualifications*

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

Skills

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

Perks

- Salary: 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.

M. Marine Villa, 2nd floor. Phone: +960 3320065