

FILAA STORE

WE'RE HIRING

ADMIN OFFICER

We are seeking a proactive, organized and reliable individual to join our team.

KEY RESPONSIBILITIES

- Coordinate and support day-to-day operational activities.
- Assist with administrative and HR-related tasks.
- Maintain accurate records and documentation.
- Assist with expatriate employment and Xpat system procedures.

Salary: Negotiable based on experience.

Maldivian candidates preferred.

SEND YOUR RESUME:

✉ filaastore.ops@gmail.com

NOTE: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

Deadline: December 02, 2026