



island breeze maldives pvt. ltd.

# WE'RE HIRING!

## ADMIN & HR COORDINATOR (FEMALE, MALDIVIAN)

 HEAD OFFICE, MALÉ



**SALARY**  
**MVR 12,000 – 16,000**  
(Negotiable based on experience)



**BENEFITS**  
Comprehensive  
Health Insurance Coverage

Join a dynamic team and build your HR career with us!



### REQUIREMENTS

- ✓ A-Level or Degree in a relevant field (a plus!)
- ✓ Minimum 1 year of relevant experience
- ✓ Strong organizational and time management skills
- ✓ Confident communicator with great interpersonal skills
- ✓ Ability to multitask and meet deadlines efficiently
- ✓ Fluent in English & Dhivehi
- ✓ Thrives in a fast-paced, dynamic environment



### KEY RESPONSIBILITIES

-  Support daily HR & admin operations
-  Assist in recruitment & onboarding processes
-  Handle employee queries professionally
-  Update HR records & XPAT system accurately
-  Support payroll processing & data updates



**APPLY NOW**  
[hr@islandbreeze.com.mv](mailto:hr@islandbreeze.com.mv)



**DEADLINE**  
19th May 2026

*We look forward  
to hearing from you!*

