

# JOB VACANCY

JOIN US

## Admin & HR Officer

📍 Work Site: Head Office, Male'

### Main Responsibilities:

- Attend the required administrative works for any registration process, applications & or renewal process as assigned.
- Assist local and foreign recruitment processes for any vacant position with Hope Group.
- Maintain expatriate work permit, visa, and quota-related works for Hope Group.
- Attending immigration for visa renewal, and other offices when necessary.
- Assist the expatriate team of Hope Group with their bank account opening process and doing the work permit medical.
- Attend all activities related to the repatriation of the expatriate team.
- Prepare monthly attendance works and leave management.
- Organize and maintain team member records and update personal files.
- Perform other duties as assigned by the Manager.

### Other Skills:

- Experience in a related field will be an added advantage.
- Experience in expatriate visa-related work.
- Excellent communication skills both orally and in writing in Dhivehi and English language.
- Able to visit offices and others (having a cycle license will be an added advantage)
- Ability to work independently, and manage work in an organized manner.
- Computer literacy skills

### Qualification

- A level standard / Diploma in a related field.

### Remmuneration Package

- 12,000 - 14,000

Candidates who meet the above requirements may send their CV, National ID copy, Academic Certificates, and Reference Letters to [jobs@hope.com.mv](mailto:jobs@hope.com.mv)

16:00

