



Maldives Super Transfer Service Pvt Ltd (MSTS) came into existence in July 2007 with a shared expertise, passion and vision of the Directors to tap into the Watersports, Excursions and Scuba Diving industry of the Maldives.

JOIN OUR TEAM AT MALE OFFICE

We are looking for enthusiastic team players with great attitude for the below positions

Logistic & Admin Assistant(Male Office)-Female

Qualifications

- Excellent communication skill (Written & Verbal) in English
- Strong Organizing Skill
- Previous experience in similar role will be advantage.
- Knowledge of Microsoft Office tools
- A positive “can-do” attitude and team player

Main Duties

- Receiving Purchase Request from Centers.
- Obtaining Quotation for required items.
- Collecting / Delivering Items.
- Maintain the Tracking of purchasing and delivery notes.

Salary & Benefits

- Competitive Salary Package
- Monthly shared service charge
- Working hours 08:00 to 17:00 with one hour lunch break

APPLY NOW

Interested candidates, send your CV to: hr@mstsmaldives.com

Deadline: **September 15, 2026**

Only shortlisted candidates will be contacted

Maldives Super Transfer Service Pvt Ltd, 4th Floor, M. Nimsa, Fareedhee Magu, Male' 20213, Republic of Maldives

