



Job Vacancy

We are looking for a hard-working and enthusiastic person to join our company for the following post.

HR & Admin Officer (Local)

No. of vacancies: 1

Qualification and other Requirements

- Must have completed **A 'level**.
- Diploma / Bachelor's degree in Human Resources or relevant field would be an added advantage
- Candidates with knowledge on expat portal will be an added advantage
- Candidates with experience in related field are preferable

Main Responsibilities

- Coordinate domestic and international travel for staff and management, including speedboat bookings, accommodation and transfers.
- Manage and source office supplies and equipment and maintain adequate stock levels to support daily operations
- Maintain and update employee files, attendance records and other administrative documents.
- Handling Banking applications, Loan applications and Vendor applications.
- Draft lease agreements for office spaces, accommodation blocks and track renewal dates.
- Draft and issue letters whenever required
- Applying for new work permit and handling BV applications whenever required
- Arranging Insurance and Medical for all new expat workers and ensuring it's renewed in a timely manner.
- Ensuring all workers have a valid E-visa / BV throughout their employment.
- Perform all and other related duties included in the role of human resources management as requested by the reporting officer.

Salary and Benefits

- Negotiable based on qualifications and experience
- Variable allowance based on level of effort
- Health Insurance
- Benefits and Entitlements standard as per Employment Law

Interested Candidates, please send in your CV, Educational Certificates and Experience Letters before **30th September 2026**

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