



HIRE MALDIVES PRIVATE LIMITED
REG. NO.: C12292023

Job Vacancy

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

HR Officer
No. of vacancies: 1

Qualification and other Requirements

- Bachelor's degree In Human Resources or relevant field
- Candidates with experience in related field are preferable

Main Responsibilities

- Organize and maintain legal documents.
- Update employee contracts in a timely manner
- Manage and update foreign employees Work Permit & Visa related documents.
- Manage, organize, and update relevant data using database applications.
- Keep accurate records of hirings and terminations.
- Assist with recruitment
- Perform all and any other related duties included in the role of human resource 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 **15th September 2026**

Head, Human Resources and administration
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