

We're Hiring Administrative Officer

RESORT LIFE TRAVEL PVT LTD | MALÉ HEAD OFFICE | FULL-TIME

Join One of the Maldives' Leading Destination Management Companies

Resort Life Travel is looking for a highly organized, proactive Administrative Officer to support the CEO Bureau and Management, keeping day-to-day operations running smoothly across the business.

Key Responsibilities

- Provide day-to-day administrative support to the CEO Bureau and Management.
- Manage correspondence, documentation, filing systems, reports, and company records.
- Coordinate calendars, meetings, appointments, and follow up on action items.
- Organize company participation in international trade shows, exhibitions, FAM trips, sales missions, and business events, including registrations, meeting schedules, travel logistics, and supporting documentation.
- Coordinate visa applications, travel arrangements, accommodation, airport transfers, and other travel-related requirements for Management and employees.
- Support Human Resources administration, including recruitment coordination, onboarding documentation, employee records, attendance and leave administration, and other HR processes.
- Liaise with government authorities, suppliers, service providers, and external stakeholders as required.
- Maintain strict confidentiality when handling company, management, and employee information.
- Assist with office administration, procurement, and other operational tasks as required.
- Provide general administrative support to ensure the efficient operation of the office.

Candidate Profile

The ideal candidate is organized, dependable, and capable of managing multiple priorities while maintaining a high level of professionalism and attention to detail.

Preferred Qualifications & Experience

- Previous experience in administration, executive support, office management, HR administration, travel coordination, or a similar role.
- Excellent written and verbal communication skills in English.
- Strong organizational, time management, and multitasking abilities.
- High level of accuracy and attention to detail.
- Ability to work independently while collaborating effectively within a team.
- Professional, discreet, and trustworthy when handling confidential information.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and general office applications.

What We Offer

- USD 600–1,000 per month (based on experience and qualifications), full-time, office-based in Malé
- Direct exposure to senior management and the international travel/tourism trade
- A collaborative, fast-growing team with room to grow

How to Apply

Interested candidates are invited to submit their CV together with a brief cover letter or introduction outlining their relevant experience.

Please send your application to **admin@resortlife.travel** with the subject line:

Application – Administrative Officer

We thank all applicants for their interest. Only shortlisted candidates will be contacted for an interview.