ILANA
CONSTRUCTION

Ilana Construction Pvt Ltd is seeking organized, motivated, and computer-literate individuals to join our team as

ADMINISTRATIVE ASSISTANTS

(2 POSITIONS)

Location:
Malé City, Maldives

WE'RE HIRING!

Join our team and grow with a leading construction company in the Maldives.

REQUIREMENTS

1. Completion of A-Level education
2. Proficiency in Microsoft Excel
3. Good general computer literacy
4. Ability to type in Dhivehi
5. Strong organizational and communication skills

SALARY & BENEFITS

1. Attractive salary package of up to **MVR 12,000**
2. Opportunity to work with a growing and dynamic construction company
3. Professional development and career growth opportunities

WORK LOCATION

1. Malé City

NUMBER OF VACANCIES

1. 2 Positions

HOW TO APPLY

Interested candidates are invited to submit their most recent CV to:

hr@ilanaconstruction.com

Application Deadline:
27 September 2026

Only shortlisted candidates will be contacted.

Join Ilana Construction Pvt Ltd and become part of a team dedicated to quality, professionalism, and excellence in construction services.