

WE ARE HIRING

Administrative Assistant

Administration Department / Full-time / Malé, Maldives

Premier Chambers is seeking a qualified and motivated **Administrative Assistant** to join our Administration team on a full-time basis. The successful candidate will handle reception and dispatch duties, and support general office administration, including office maintenance and procurement.

REQUIREMENTS

Education	3 passes in GCE O-Level examinations.
Language	Fluent in written and spoken English and Dhivehi.
Computer Literacy	Computer literate.
Driving Licence	Must possess a valid Driver's Licence.
Experience	Experience in a similar role would be an advantage.
Key Responsibilities	Reception duties. Dispatch duties. Office administrative duties such as office maintenance and procurement.

WORKING HOURS, REMUNERATION & BENEFITS

Working Hours	0800 to 1630 hrs, Sunday to Thursday.
Total Remuneration	MVR 10,500.00 per month.
Benefits	Employee's pension contributions are borne by the firm — no deductions from salary. Special paid leave to attend related professional training. Special paid leave for part-time students to attend exams.

HOW TO APPLY

Interested candidates are invited to apply online at [this Microsoft Forms link](#), or by scanning the QR code opposite.

Alternatively, applications with a CV and copies of educational certificates may be emailed to admin@premier-chambers.com.

Applications close 1300 hrs on 1 October 2026. Only shortlisted candidates will be contacted.



Scan to apply