

WE'RE HIRING



RADHUN
Resorts & Investments
Private Limited

Radhun Resorts & Investments was established in 2006 with the aim of diversifying the portfolio of ADK Group of Companies and to expand its activities into resort development and the hospitality industry in the Maldives.

ADMIN & HR OFFICER

(Male' Head Office based)

Requirements:

- GCE O' Level or A' Level
- Minimum 2 years' experience in a similar position
- Knowledge of Microsoft Office is a must
- Should be enthusiastic with excellent interpersonal skills
- Be a driven team player with a can-do attitude

Key Responsibilities:

- Receive and direct phone calls, visitors, and inquiries to the appropriate departments or personnel.
- Receive, record, and distribute all incoming correspondence, documents, packages, and other deliveries to the relevant departments or staff.
- Coordinate and manage employee recruitment, onboarding, and separation processes.
- Administer employee performance management and handle employee grievance and disciplinary processes in line with Company policies.
- Oversee and support employee welfare initiatives to promote a positive and productive work environment.

Salary:

- Negotiable based on qualification and prior experience.

Only shortlisted applicants will be contacted

Application deadline: 15 October 2026

Interested candidates please send your application to [**jobs@radhun-resorts.com**](mailto:jobs@radhun-resorts.com)

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