

WE'RE HIRING



Personal Assistant to Managing Director (PA to MD)

LEO Group is looking for a highly organized and proactive Personal Assistant to the Managing Director (PA to MD) to provide executive support, coordinate daily activities, manage schedules, and ensure smooth and efficient administrative operations.

Qualifications & Requirements:

- Minimum Diploma in Business Administration or a related field.
- Previous experience in a similar role is an advantage.
- Excellent communication and organizational skills.
- Proficient in MS Office and email management.
- Trustworthy, professional, and able to handle confidential information.
- Willing to work long hours and travel as required.

Competitive salary based on qualifications and experience.

If you are an organized, proactive professional with strong communication and administrative skills, we encourage you to apply.

Deadline : 18th October 2026

READY TO JOIN LEO?

Send your CV + relevant qualifications to our HR Department.

APPLY NOW

Send us your CV to
jobs@leotrading.mv