



**Rasheed Carpentry
and Construction
PVT Ltd**

WE'RE HIRING

JOIN OUR TEAM



Admin Assistant – Legal Department

We are looking for a motivated and organized individual to support our Legal Department with administrative tasks and ensure smooth daily operations.



Key Responsibilities

- Provide administrative support to the Legal Department.
- Manage and organize legal documents and files.
- Assist with correspondence, scheduling and meeting arrangements.
- Maintain records and databases accurately.
- Coordinate with internal and external stakeholders as needed.



Requirements

- Minimum GCE O/L and preferably GCE A/L qualification (or equivalent).
- Previous experience in an admin role (especially in a legal or corporate environment) will be an advantage.
- Good communication and organization skills.
- Proficiency in MS Office (Word, Excel, Outlook, PowerPoint).
- Ability to work independently and as part of a team.



SEND YOUR CV TO
hr@rcc.com.mv



LOCATION
Male