



HIRE MALDIVES PRIVATE LIMITED
REG. NO: C12292023

Job Description

Position: Senior Recruitment Officer

Number of Vacancies: 2 (local)

Salary: Negotiable based on qualifications and experience

Qualification: A degree in Human Resources Management or a related field is preferred.

Recruitment & Talent Acquisition

- Manage end-to-end recruitment processes for client manpower requests
- Source, screen, and shortlist candidates through job portals, social media, and referrals
- Coordinate interviews between candidates and clients
- Maintain an active talent pool for quick deployment

HR Operations

- Prepare and manage employment contracts, offer letters, and onboarding documents
- Maintain and update employee records and HR databases accurately
- Handle employee queries related to contracts, benefits, and policies
- Oversee attendance, leave management, and timesheet tracking

Compliance & Documentation

- Ensure compliance with Maldivian labour laws and immigration regulations
- Manage work permit, quota, and employer change applications
- Liaise with relevant government authorities
- Maintain up-to-date knowledge of labour law amendments

Client & Candidate Management

- Serve as the primary point of contact for client HR-related matters
- Coordinate mobilisation and deployment of casual workers to client sites
- Address and resolve grievances from both candidates and clients professionally

Application Email: jobs@hiremaldives.mv

Interested candidates are invited to submit their CVs to the email address above.

