LEO TRADING

Leo Trading Pvt Ltd is looking for dynamic, highly motivated individuals who are passionate about people and organization development to join our team

HUMAN RESOURCES OFFICER (LOCAL)

Requirements:

- Knowledge of recruitment, employee relations, payroll, HR Software and HR administration.
- Minimum 2 years of HR experience.
- Good understanding of Maldives employment regulations.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Ability to maintain confidentiality and work independently.

Responsibilities:

- Support recruitment, onboarding and offbording processes.
- Maintain employee records and HR documentation.
- Assist with payroll, leave administration, and performance management.
- Ensure compliance with company policies and labor laws.
- Support employee engagement and training initiatives.

Salary : MVR 15,000.00++

We offer a great opportunity to succeed with a company that focuses on career development and growth.
If interested, you can apply through our mail

Application Deadline: 30th Oct 2026

Suitable candidates are invited to send their applications to:

jobs@leotrading.mv